



# BUSINESS CONTINUITY PLANNING (BCP) & HURRICANE PREPAREDNESS CHECKLIST

A Business Continuity Planning (BCP) is a predefined set of protocols on how your business should respond in case of an emergency or natural disaster like a hurricane. It contains contingency plans for every aspect of your organization, including human resources, assets, technology and business processes. Since disaster events can cause injury, downtime, lost revenue and profits, you want to prepare as much as possible ahead of time. To do this, it's important to have a business continuity plan in place.

To check your readiness ahead of a storm or hurricane, review the following at-a-glance BCP Checklist. Leverage this checklist to help you assess your hurricane preparedness so you can assure protection of your people and assets as much as possible.

- Our staff know where to go and who to call in the event of an emergency.
- Employees are trained and know how to maintain compliant practices during all BCP events.
- Our organization's physical records (in locations at risk for hurricanes) have been moved to a secure offsite location and our digital files are backed up with failover in a separate region.
- BCP training is mandatory, and all training materials/documentation is readily accessible.
- We are aware of what records, tapes/media are in each of our boxes and/or file cabinets.
- Our records retention and disposition schedules are up to date and procedures are documented and up to date.
- Our documents and tapes/media scheduled for shredding/destruction have been ordered for pick-up and/or been adjusted accordingly.
- Our tapes/media are scheduled for rotation and/or necessary adjustments have been made.
- Records & Information Management (RIM) & related procedures have been updated for remote work capability.
- Remote, in-office and hybrid workers store and have access to files on secure digital information repositories.
- Our records are accessible to the right people (including external parties) at the right time, from anywhere.
- Our IT and RIM departments work collaboratively to ensure information is secure.

If you weren't able to check all of the boxes above, it might be time to update your hurricane and disaster preparedness documentation as well as consider optimizing your [digitization program](#) to convert your paper-based processes to a more digital-first workplace environment.

For more information, check out our [BCP Preparedness site](#) or [click here](#) to set up a consultation with an Access information management expert.

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