



Our Business Emergency Plan

This is our simple guide to follow if our business is hit by an unexpected event, like a power cut, a flood, equipment theft, or an IT outage of any variety. This plan is to make sure we can get back to business as quickly as possible.

Company Name:

Plan Owner:

Date Last Updated:

STEP 1 Emergency Contacts

If something happens, whom do we call? This list should be printed and kept in a safe place, like a drawer at home and in the office.

Primary Contact (Owner/ Manager):

Name: _____

Cell Phone: _____

Email: _____

Team Members:

Name: _____

Cell Phone: _____

Role/ Responsibility: _____

Key Suppliers/ Partners:

IT/ Computer Help: _____
① [Your MSP's contact details here]

Internet Provider: _____

Power Company: _____

Alarm/ Security Company: _____

Insurance Company: _____

Accountant/ Financial Advisor: _____



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& Pieter Wenning Rd, Fourways



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STEP 2

Our Most Important Business Information

What are the 3-5 things our business can't run without? We need to know how to get them back.

Our Customer List:

Where is it saved? (e.g. in the cloud, on a specific computer, in a software program).

How often is it backed up?

Our Financial Records (Invoices, Payroll):

Where are they saved?

How often are they backed up?

Our Website/ Online Store:

Who manages it?

What is the name of the company that hosts it?

Our Key Programs/ Software:

Name of software:

Where is the login information saved?

Is there a backup copy of the software installation file?



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STEP 3 Our Backup Plan

This is the most important part! We have a plan for how we save copies our data.

How often do we back up our data?

ⓘ [e.g. Daily, Weekly, Every few hours]

Where is the backup saved?

ⓘ [e.g. On an external hard drive, to an online cloud service, our IT company handles it for us]

How do we check if the backup is working?

ⓘ [e.g. We check the backup report once a week, we test restoring a file once a month]



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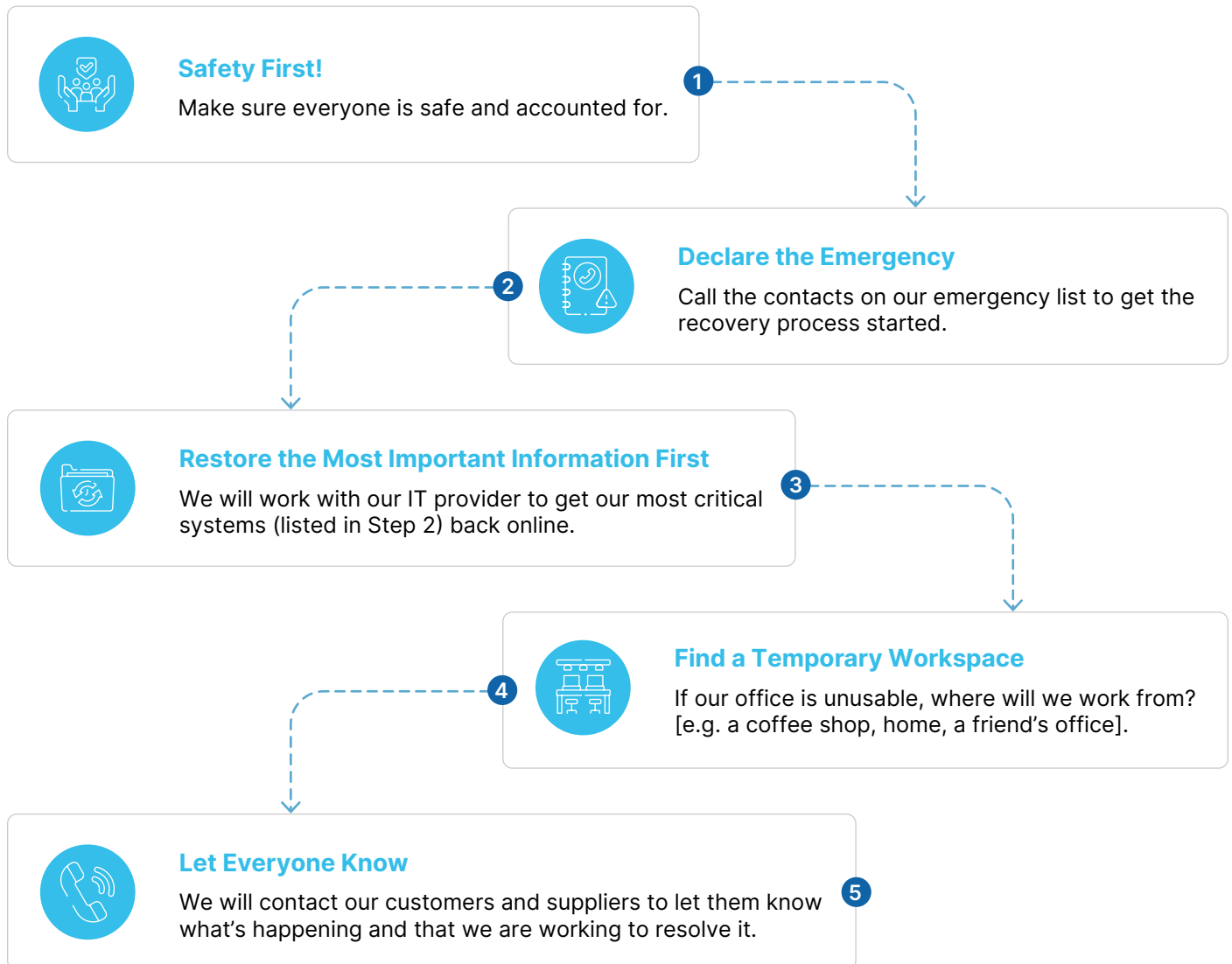


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STEP 4 Getting Back to Normal

If a disaster happens, this is a simple checklist for how we will recover.



STEP 5 Testing Our Plan

When will we test our plan?

i [e.g. We will do a simple test every six months.]

What exactly will we test?

i [e.g. We will practice restoring a single file from our backup, and we'll review our contact list to make sure it's up to date.]



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