

# Business Continuity Checklist

## 8 TIPS

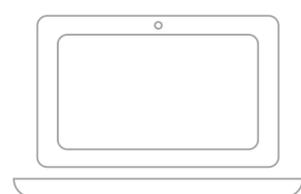
from Quick Global Priority Logistics' Experts

### Planning for the Unexpected

A pandemic. Severe weather and natural disasters. Political unrest and strikes. Power outages and cybersecurity incidents. Over the past year and a half, we have experienced all of these catastrophic events—many of which have taken place simultaneously, magnifying their impact. Now, more than ever, it is imperative to have a solid business continuity plan in place in order to keep your company running and your employees safe. Quick's business continuity experts have contributed to this list of 8 tips to help you be prepared when the unexpected strikes.

## RISK ASSESSMENT

**TIP 1** Test equipment and generators in offices and data centers periodically to ensure everything is powered and working as it should. Perform scheduled maintenance to all equipment. Replace batteries in back-up power systems per manufacturers' guidelines.



## DISASTER RECOVERY DRILLS

**TIP 2** Regular disaster recovery drills for different types of systems-related issues can help prepare employees to react quickly in an emergency.



## MONITOR THE WEATHER

**TIP 3** Observing expected weather patterns could help you be proactive and plan ways to avoid any types of shipment delays or business interruption. Be particularly leery of inland flooding. Never drive through standing water.

## ONGOING SYSTEM UPGRADES

**TIP 4** Make improvements to equipment and systems where assessments and drills uncover vulnerabilities.



## BACKUP & REPLICATE DATA

**TIP 5** Real-time replication between data centers and full daily or twice daily backups can help minimize the risk of data loss – whether that's email or urgent customer requests.



## COMMUNICATION PROTOCOLS

**TIP 6** Have a well-thought-out communication plan in place – one for employees and another for customers – to keep everyone informed when the unexpected happens.

## PLAN A, B & C

**TIP 7** Define the ideal scenario – whether for staffing or logistics – as well as a secondary and tertiary contingency plan to ensure your supply chain keeps moving.

## SAFE-KEEPING OF YOUR SAFETY PLAN

**TIP 8** Be sure to document all processes and make them known and easy to find so employees and customers can protect themselves and their families as well.



We hope you find these tips helpful in the development or update of your business continuity plans. If you need any assistance, please reach out to one of our [global logistics experts](#). They are available 24/7/365 to support your priority needs. Even during the worst of circumstances and unforeseen events, the Quick team is here for you to keep your supply chain moving.

### More business continuity resources

You'll find additional tips on contingency planning on our website including:

[Weather Delays Happen... Winter, Spring, Summer and Fall](#)

[Taking a Closer Look at Business Continuity Planning](#)

[Severe Summer Weather Can Cause Havoc on Your Business](#)

[Video: Expect the Unexpected](#)

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