

# BUSINESS CONTINUITY AMIDST DISRUPTION



2021

JULY

A good Business Continuity Plan (BCP) helps your business continue running and recover when a crisis occurs. It is a go-to playbook with contingencies and instructions to meet key business operational needs in the event of a disruption. Here are some resources to consider including as part of your BCP.

## EMPLOYEES



Evaluate your required staff strength to continue business for crisis scenarios. Place staff with in-depth knowledge of business functions in key positions, to create a command chain that can help execute the recovery plan if a crisis strikes.

## FACILITIES



Identify alternative solutions, suppliers or worksites that will enable operations to continue. Consider partnering with other businesses or contractors, to ensure continued delivery of goods and services in the event of disruption to existing facilities and working arrangements.

## EQUIPMENT



Assess and identify equipment that are essential for business operations, such as machines, IT equipment, or communication and business platforms used by your company and customers. Prepare alternative plans such as backup systems or manual workaround solutions to ensure business continuity in the event of IT and network disruptions.

✓ **PREPARE YOUR WORKFORCE**   ✓ **PROTECT YOUR WORKPLACE**   ✓ **PARTNER YOUR COMMUNITY**

-SGSecure@Workplaces Bulletin-

**STAY ALERT, STAY UNITED AND STAY STRONG.**  
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