HOW DO I MAKE A BUSINESS CONTINUITY PLAN FOR A SMALL BUSINESS?

Ready.gov says to organize a continuity team and compile a plan to manage a disruption, in six steps: prepare, set objectives, assess risks, develop strategies, assign teams and tasks, and test. Plan for communications, IT support and recovery as well.

THE STEPS

01 Prepare: name a continuity team.

02 Set objectives: what must keep running, and for how long.

03 Assess risks across natural, health, human-caused and technology hazards.

04 Develop strategies for communications, IT support and recovery, and continuity.

05 Assign teams and tasks, with a backup for each.

06 Test the plan, then review it on a schedule.

THE CHECKLIST

- ☐ Named team and backups
- ☐ Call tree on paper
- ☐ Customer and vendor contacts on paper
- ☐ Offline copy of the plan
- ☐ A date to test it

Sources: Ready.gov, Business Continuity Planning; Ready.gov, Ready Business; CISA, Cyber Essentials. Last reviewed November 17, 2026. General planning information, not medical, legal or financial advice.