

A COMPREHENSIVE BUSINESS CONTINUITY CHECKLIST

Whether it's protection from natural disasters, cybercrime or even a coffee catastrophe in the server room, ensuring business continuity is a top priority for enterprise leaders. In an always-on society, customers and stakeholders expect to have access to data and systems on demand. Without a business continuity disaster readiness plan (BCDR), downtime caused by disasters can be extremely disruptive and costly.



Being prepared is key to keep your business up and running smoothly. To minimize the consequences of a disaster, it's important to **prepare your organization** in advance. With a plan in place, you can minimize any downtime and associated revenue loss—all while improving employee productivity and enhancing the customer experience during a time of disruption.

Start with our comprehensive checklist that outlines the steps you need to take to make your business more resilient in the face of disasters.

CHECK YOUR BUSINESS CONTINUITY READINESS



IDENTIFY YOUR RISK

Make a comprehensive list of potential risks, such as natural disasters, cyberattacks, power outages, hardware failures and human errors. Do you have facilities in vulnerable locations? Is your technology redundant or outdated?



ESTABLISH AN EMERGENCY RESPONSE TEAM

Establish a team and actions for immediate response, including identifying the incident, notifying relevant stakeholders and activating the disaster recovery plan.



CREATE A COMMUNICATION STRATEGY

Have a clear strategy for communicating with all stakeholders, such as employees, customers, suppliers and partners. Stay connected throughout the disaster and recovery process with **collaboration tools**, so stakeholders understand the situation, the actions being taken and when normal operations are expected to resume.



ENSURE YOUR SYSTEMS ARE PROTECTED WITH THE LATEST SECURITY + REDUNDANCY TOOLS

Leverage an **IT Managed Services** provider to help **secure your critical data and systems** with solutions that offer built-in redundancy like **SD-WAN** or **SASE (Secure Access Service Edge)**.

Diversify your data centers and on-premises networks with multiple **cloud-based connectivity options** to avoid a single point of failure. This will ensure uptime, internet connectivity and access to the applications that keep your business up and running.



PERFORM TESTING + UPDATES

Identify gaps by regularly testing the disaster recovery plan. Then, optimize the plan to address changes in your business operations, technology or threat landscape.



CONDUCT TRAINING

Train your staff on their roles and responsibilities in the event of a disaster. (This includes practice drills to ensure everyone knows what to do.)



DOCUMENT PROCESSES

Help identify what worked and what did not by keeping detailed records of the disaster and your response.

WHAT IS BUSINESS CONTINUITY DISASTER READINESS?

BCDR is a comprehensive approach that combines business continuity planning and disaster readiness to ensure an organization can continue its critical functions during and after a disaster or unexpected event. These strategies are designed to prevent, mitigate, respond to and recover from unforeseen disruptions.

With BCDR, organizations can more easily minimize downtime, protect assets and maintain essential business operations.

SAFEGUARDING SUCCESS

With these steps in place, you're well on your way to minimizing the risk of an unexpected disruption and providing the right tools so your staff and customers can return to business as usual, as quickly as possible.

For additional support, visit windstreamenterprise.com/business-continuity



Managed cloud connectivity, communications and security—guaranteed.

Windstream Enterprise drives business transformation through the convergence of our proprietary software solutions and cloud-optimized network to unlock our financial clients' revenue and profitability potential. Our end-to-end IT managed services modernize technology infrastructure, while securing a firm's critical data and brand reputation. Analysts recognize Windstream Enterprise as a market leader for our product innovation, and clients rely on our financial stability, first-in-the-industry service guarantees and best-in-class management portal. Institutions trust Windstream Enterprise as their single-source for a high-performance network and award-winning suite of connectivity, collaboration and security solutions—delivered by a team of technology experts whose success is directly tied to fulfilling each institution's mission.