

# BUSINESS CONTINUITY TOOLKIT

## What is the Business Continuity Toolkit?

The Halifax Partnership has developed a Business Continuity Toolkit for small and medium-sized businesses to plan for changes, opportunities, and crises—whether it is a pandemic or another type of disruption. It’s been designed for busy people who are juggling many challenges, providing simple and helpful guidance on how to go through this process successfully.

## Why should you use the Business Continuity Toolkit?

You never really expect the unexpected, so it’s useful to plan ahead for change and crises. Business resiliency planning allows you to invest time now to save time in the future. Planning in real time in a comfortable environment helps you recover quicker if and when a disruption actually happens. Responding vs. reacting leads to faster and better recovery in the future.

### THREE KEY BENEFITS:



Recover faster and save time



Recover better and get back on track



Respond vs. react

### EXAMPLES OF DISRUPTIONS

Dramatic downturns in business, surges in demand for products and services, supply chain disruptions, natural disasters, etc.

Business resiliency planning requires an investment in time now to save time in the future, helping your business in the long term. If and when disruptions happen, you’ll be prepared, recover faster, and bounce back from any challenges.

Join us on September 17 at 10 a.m. to learn more about the Business Continuity Toolkit



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15 Spectacle Lake Drive, Dartmouth, NS

Visit [halifaxpartnership.com/toolkit](https://halifaxpartnership.com/toolkit) to begin planning or contact Hector Fraser at [hfraser@halifaxpartnership.com](mailto:hfraser@halifaxpartnership.com) for support.

## What is the process?

THE BUSINESS CONTINUITY TOOLKIT HAS SIX SIMPLE STEPS:

### STEP 01

Understand your business processes

### STEP 02

Examine how each process is affected by a disruption, and the resources it requires to continue operating

### STEP 03

Assess relevant disruption risks

### STEP 04

Develop a continuity strategy

### STEP 05

Develop continuity plans

### STEP 06

Test continuity plans and continue to revise

For each of these steps, there are templates and resources to guide you and document your information.