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[the business interruption e-source]

ISSUE 4
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BUSINESS INTERRUPTION CONSULTANTS, INC.

HOW PREPARED ARE YOU?

Answer the questions Yes or No. Get a score. See where you stand.

1. Have you completed a Risk Analysis?
2. Have you completed a Business Impact Analysis?
3. Have you completed a Business Income Worksheet?
4. Do you have a fully tested Business Contingency Plan?
5. Have you practiced your Contingency Plan?
6. Do your employees know where to go and whom to call in an emergency?
7. Do you have a Crisis Management Team?
8. Do your suppliers and customers know what to do in case of an emergency?
9. Have you talked to your landlord about providing other premises?
10. Do you have a formal succession plan?
11. Do you have an Incident Command Center?
12. Does the Crisis Management Team know the location of the Command Center?
13. Is your Incident Command Center furnished?
14. Do you have an updated list of employees, as well as the phone numbers of outside professionals and vendors you will need?
15. Do you have a formal call tree or 800 number?
16. Do your key employees have radios/satellite phones?
17. Do your key employees have emergency kits?
18. Does everyone know how to shut down and secure their work area?
19. Have all your employees practiced using a fire extinguisher?
20. Do you have a "clean work area" rule?

Check your score: YES = 1 Points NO = 0 Points

17 - 20 points: You will probably survive. 14 - 16 points: You might survive, but will lose marketshare.

11 - 13 points: You will lose marketshare and you will have to spend excessive out-of-pocket monies.

8 - 10 points: You will be lucky to survive. 0 - 7 points: You are out of business! **Consult our website.**

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