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Subject: Business Survival Tips from Elliot Consulting Services
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Attachments:



Elliot Consulting Services - Business Survival Tips

Are You Prepared?

February 2007

Greetings!

Traditionally this is the time of year when many companies review and test their business continuity and disaster readinesses plans, and modify essential elements of those plans to adjust to changing business needs.

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Business continuity is not just about the process of recovering from a disaster – it is also about maintaining continuous daily operations and protecting your critical business operations and procedures.

If your organization has a written business continuity plan then this is a great time to open the binder or bring up the electronic stored copy and review all of the information. If not, its time to contact Elliot Consulting Services for guidance and assistance in developing a meaningful business continuity plan for your organization.

Consider these questions as you examine your plan or assess your continuity needs:

- What has changed within your company over the past year? Has the business continuity plan been updated to reflect these changes?
- Are there business functions which were not included in the previous version of the business continuity plan? Should they be included now? Are there new functions that should be included?
- Does your organization have more than one location? Does your plan include provisions for all of your satellite branch offices? Are there any new business locations?
- Has employee turnover left your organization vulnerable as critical, undocumented

information walks out the front door?

- When was the last time the contact information in your business continuity plan was updated?
- Have you identified all of your critical vendors and alternates?
- Have you reviewed your vital records strategies and document management systems?
- Have you conducted an audit of your IT department including a review of the IT disaster recovery plan?
- When was the last time you tested your IT disaster recovery plan? Does the IT disaster recovery plan support the recovery needs of the business?
- When was the last time you reviewed your insurance program? Does your organization still have the same risks as before?
- Have you tested your emergency response plan? Your business continuity plan?
- Has your emergency communications plan been reviewed and tested? Do people know who to call and what to do in an emergency?

Remember that a well-written business continuity plan is focused on protecting the critical elements of your business and maintaining the overall continuity of business operations. Business continuity is more than just recovering from a disaster, it is a holistic management process that identifies potential impacts that threaten an organization, provides a framework for building resilience and the capability for an effective response to continue operations, the results of which safeguards the interests of the firm's key stakeholders, reputation, brand and value-creating activities.

The Disaster Recovery Institute International further defines business continuity as the management of the overall program through training, rehearsals, and reviews, to ensure that the plan stays current and up to date.

If you need assistance in developing a business continuity plan, reviewing your existing plan, or developing some training and rehearsal exercises, then please contact Elliot Consulting Services.

[Steve Elliot](#), CBRM
President and CEO
Elliot Consulting Services

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Elliot Consulting announces partnership with TAMP Systems



Elliot Consulting Services (ECS) of Tampa, Florida proudly announces our partnership with TAMP Systems of Merrick, New York. ECS was founded in 2003 to provide business

continuity planning and emergency preparedness services. TAMP Systems has been providing business continuity planning (BCP) solutions since 1983. These include web-based BCP software, client/server- based BCP software, and Disaster Recovery / BCP consulting services.

Being prepared for the unexpected is the key to business survivability. A disaster can be the smallest hiccup that disrupts normal daily business operations or an unavoidable catastrophic event. Business continuity is not just about the process of recovering from a disaster – it is also about maintaining continuous daily operations and protecting your critical business operations and procedures.

Steve Elliot, President and CEO of Elliot Consulting Services said: "We researched a number of different business continuity planning software solutions before electing to partner with TAMP Systems. We were impressed by the product's ease of use, reliability, and comprehensiveness. TAMP has created a world-class business continuity planning and management tool which was inducted into Contingency Planning and Management's Hall of Fame Vendor Category for 2005. This category is reserved for companies that have made outstanding contributions to the business continuity planning field. TAMP shares this honor with an impressive list of players in the business continuity industry, such as Strohl, SunGard and IBM."

Tom Abruzzo, president of TAMP Systems said: "Our 24-year reputation is on the line when we allow a company to represent our products and services. We chose to partner with Elliot Consulting because of its integrity and world-class expertise in business continuity planning."

Elliot Consulting offers and supports TAMP's business continuity planning solutions, including its web-based software product (DRS), which is designed to keep business continuity plans up-to- date. If your organization needs assistance creating, developing, and implementing a business continuity plan, or if you would be interested in more information about the DRS software, please visit our [website](#).



Useful BCP Links

- [TAMP Systems Planning Software for Business Continuity](#)
- [Dept of Homeland Security / FEMA](#)
- [IBHS - "Open For Business"](#)
- [Florida Division of Emergency Management](#)
- [National Hurricane Center](#)
- [Tampa Bay Hurricane Guide](#)



About Elliot Consulting



Elliot Consulting Services (ECS) was founded in 2003 to provide business continuity planning and emergency preparedness services. Being prepared for the unexpected is the key to business survivability. A disaster can be the smallest hiccup that disrupts normal daily business operations or an unavoidable catastrophic event. Business continuity is not just about the process of recovering from a disaster – it is also about maintaining continuous daily operations and protecting your critical business operations and procedures.

Elliot Consulting functions as a third party advocate and facilitator to help companies create, develop, and implement business continuity plans which are designed to protect vital business resources and operational processes. ECS will review, audit, and help modify a company's existing business continuity model to ensure that the essential components of the organization will continue to function in the event of an unplanned disruptive incident. The team from Elliot Consulting will also assist with staff training exercises to test the thoroughness of a company's preparedness model. At the conclusion of a consulting engagement ECS will award the client a Certificate of Business Resilience for the development of a Business Continuity Plan in accordance with industry-standard best practices. The ECS consultants are certified business continuity planners and business resiliency specialists with Fortune 500 experience.

Additional information can be found on the [ECS website](#).

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