



# Newsletter

## Redundancy and Resiliency

**Business Continuity Planning: what are the next steps after the initial plan is submitted?**

**It is always a good idea to have a printed version on hand in case of network outages.**

**A paper copy of the BCP ensures that it can be accessed anywhere, anytime, regardless of the availability of power, IT services, etc.**

**Make sure others in the office are aware of the location and the contents of the BCP. Discuss it as a group at a meeting and take the time to read and understand everyone's responsibilities during an emergency.**

## Tip of the Month



### Printing

When inside the plan, at the far-right-hand side you will see a grey menu. The button "Print PDF" can be accessed. A second screen will open, and you can download and print a copy. It is recommended to have a hard copy easily accessible.

