**Business Continuity Plan**

Business organizations can carry out their normal operations during emergencies and unseen disruption only if they have enforced a business continuity plan. The purpose of a business continuity plan is to outline all responsibilities and recognize all systems and processes that require maintenance and the exact method of doing so. Therefore, business organizations must enforce business continuity plans in their operations. The following will be a business continuity plan for a fictitious organization during a flood caused by heavy rains.

In times of flood, the business should have a plan for clearing both workers and clients of the company (Phillips et al., 2021). In so doing, the company must set aside a place where workers and clients will gather in the event of flooding. To educate clients and workers on safe locations in an emergency, there should be training. It is essential to ensure that all workers and customers are safe when a flood occurs. This is possible through the implementation and enforcement of a business continuity plan. The plan also provides ways of preventing electrocution when floods occur. Additionally, the plan ensures that equipment is moved to safer places, not flooded with water.

In the event of flooding, switching the electricity off while also turning off the flow of water and natural gas is essential. The business continuity plan is therefore designed to automatically cut off the flow of electricity, water and natural gas within the company. In so doing, the plan will ensure that there are no damages that make the company pause its operations even while dealing with the flood. When water comes in contact with an electric current, the results are always fatal. Therefore, the company must have a business continuity plan.

Another vital part of the business continuity plan is to notify authorities about the occurrence. The importance of having relevant authorities is that they not only help in dealing with the situation but also help with measures to prevent further flooding (Phillips et al., 2021). In a flood prone area, a contingency plan is essential for companies. Relevant authorities will be able to connect the business with external assistance helpful in tackling the problem of flooding while the company goes ahead with its normal operations. Authorities will help the business by vacating business premises to a safe location during flooding. While the water declines, business organizations will work with the authorities to recover what has been destroyed.

The business continuity plan provides that costly equipment be moved to a safer location. Equipment that is costly and challenging to replace should be safeguarded at all costs during flooding. Before expensive equipment is transferred to a safer place, they should all be catalogued by the rescue team to prevent the possibility of theft. Based on the severity of the flooding, the business should choose the location where to place essential belongings (Fani et al., 2019). Safe areas include storage facilities, a safe deposit box and the company's safe house. Securing all equipment means businesses can perform routine operations when all equipment, supplies and tools are not damaged.

When water has subsided, the company will begin cleaning up every mess caused by water and restore the area to how it was before flooding. The company will also prepare an inventory of damaged parts to replace them with new ones. Broken things that are not damaged will be repaired while the company continues its daily operations after the flooding stops. Based on the severity of the flooding, the company will decide whether to employ external sources for cleaning and restoring everything to normal. The business continuity plan will not only help deal with the emergency but also prepare the company for future emergencies when they occur.

The business continuity plan must also incorporate an effective communication strategy crucial during emergencies like flooding. Recovery and cleaning efforts will only be successful when proper communication between workers, clients, and business administration occurs. The plan must also have a contingency plan that enables the business to continue operations even when repairs take longer than expected (Fani et al., 2019). The continuity plan will allow the company to return to business as usual by creating a safe environment after dealing with the flooding emergency. The business continuity plan will enable the business to decide whether to relocate to another location or remain in the exact place based on the severity of the emergency occurrence. If there is a need to relocate, the business continuity plan will provide measures to maintain worker and client safety while mitigating the financial effect on the company.

**References**

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