

BUSINESS CONTINUITY ASSESSMENT CHECKLIST

This assessment checklist will help you put your business continuity plan together. The assessment has been split into sections for ease of reference. Document relevant details/information/procedures and you will then have a business continuity plan. Not all the questions may be relevant to your business.

BUILDING FACILITIES

- | | |
|---|--------------------------|
| Do you have evacuation procedures for your buildings? | <input type="checkbox"/> |
| Are the fire exits clearly marked and fire procedures in place? | <input type="checkbox"/> |
| Do you regularly practice fire drills? | <input type="checkbox"/> |
| Do you have primary and secondary evacuation points at a suitable distance away from the building(s)? | <input type="checkbox"/> |
| Do you have a site plan of your building(s)? | <input type="checkbox"/> |
| Do you have generator backup systems in place? | <input type="checkbox"/> |
| Do you have an alternative building to use in an emergency?
i.e. where your business or critical elements of your business could continue to operate from? | <input type="checkbox"/> |
| Do you check on a regular basis that the heating and air conditioning is working? | <input type="checkbox"/> |
| Have you familiarised yourself and your staff with the location of the mains switches and valves (electricity, gas, water)? | <input type="checkbox"/> |
| Do you carry out end of day inspections i.e. to check everybody has left? | <input type="checkbox"/> |
| At the end of the working day do you have procedures in place to make sure that all appliances are switched off and doors and windows are locked? | <input type="checkbox"/> |
| Do you regularly check the integrity of external fences and doors? | <input type="checkbox"/> |

PERSONNEL

Have you got a list of all employee contact telephone numbers and home addresses? ☐

Do your staff know who is in charge in the time of a crisis? ☐

Have your staff been given specific roles in the event of a crisis? ☐

If your business could not operate from its present location could your staff work from an alternative location, or some of them work from home etc? ☐

Do you have members of staff with first aid or medical training? ☐

SECURITY

Is there a security system installed? ☐

Do you have a security policy? ☐

Do you give advice or training on security? ☐

Do you check references fully? ☐

Are contractors checked fully (i.e. company as well as each individual)? ☐

PAPER AND ELECTRONIC DOCUMENTS

Do you copy/back up your information? ☐

Do you store your critical paper documents in fire/waterproof containers? ☐

Do you have copies of critical accounts and contracts at a separate location? ☐

Is someone responsible for the upkeep of your files and accounts? ☐

IT

Are your IT systems critical to the running of your business? ☐

If your IT systems went down do you have manual processes that could maintain critical documentary/administrative functions? ☐

IT (continued)

- Do you know how long it would take to recover IT functions if your system went down? ☐
- Who would restore your system if it went down and do you have their contact details? ☐
- Do you have a tested IT disaster recovery plan? ☐
- Is your computer anti-virus software up to date? ☐
- Are documented IT security policies and procedures in place? ☐
- Are all your computer users fully aware of email and internet usage policies? ☐
- Is your company system part of a larger network? ☐
- Do you know how many platforms/servers/applications or operating systems support critical business functions? ☐
- Is expertise of how to use your IT system, knowledge of where critical documents are electronically stored etc, limited to one individual? ☐
- Do you have vital computer information stored on back up discs held off premises? ☐

SUPPLIERS

- Do you have alternative suppliers for critical equipment/ stores/ parts/ goods/ products etc? ☐
- Do you have an arrangement with your critical suppliers where they will inform you if they cannot make a delivery? ☐
- Do your suppliers have a business continuity plan? ☐
- Do you have your suppliers correct contact details – both office hours and out of office hours? ☐

COMPANY EQUIPMENT

- Do you have someone accountable for the assets of your company? ☐
- Do you have an inventory and is it regularly checked? ☐
- Do you have controls over the movements of your company equipment? ☐

CUSTOMERS

Do you have the correct contact details for all your main customers?

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Do you have any key customers who you will need to be in constant contact with during a crisis?

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LOCATION

Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you?

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Have you thought about the types of risk associated with the environment i.e. flooding from nearby river, snow, severe weather etc?

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INSURANCE

Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment etc?

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Do you have your insurance company's details in order to contact them immediately at the time of an incident?

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ASSESS THE RISKS

Consider what are the most likely and greatest risks to your business?

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Analyse the risk by asking yourself the following questions:

- How likely is it to happen?
- What effect will it have on the business?
- How can you cope with it i.e. what do you need to do to stay operational if it takes place?
- What preventative measures can you take to prevent them from happening or minimise the effect they will have on your business?
- Are you insured against the worst eventualities?

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PUBLIC RELATIONS (MEDIA)

Bad publicity or incorrect information given out during an incident can make or break a company's reputation. If your business has a major incident then PR will influence how existing and potential customers, suppliers and all other stakeholders will view your business.

Nominate a company spokesperson, ensure all staff know who it is, ensure that they have some training in media handling.

During an incident ensure:

- That your company gives out a consistent message ☐
- Staff are kept informed ☐
- Advertisements are placed in local or national papers as needed ☐

GENERAL

Have you prepared an emergency pack? If you have prepared a pack have you included the following items?

- Business recovery plan ☐
- List of employees with contact details ☐
- Details of IT providers ☐
- Contact details for clients and suppliers ☐
- Building site plan ☐
- Spare keys ☐
- Computer back up tapes/discs ☐
- First aid kit ☐
- Stationary/message pads/coloured pens and pencils ☐
- Torch with spare batteries ☐
- Megaphone ☐
- Tape ☐
- Mobile phone/s fully charged ☐

GENERAL (continued)

- Disposable cameras
- Dust and toxic fume masks

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Is your business continuity plan:

- Clearly documented
- Easily accessible
- Understood by key personnel?

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Is there someone in your organisation who will have responsibility for maintaining and up-dating your plan?

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