# BUSINESS CONTINUITY ASSESSMENT CHECKLIST

**Client Name**_____

This assessment checklist will help you put your business continuity plan together. The assessment has been divided into sections for ease of reference.
NOTE: Not all the questions may be relevant to your business.

***BUILDING FACILITIES***

Do you have evacuation procedures for your buildings? ☐

Are the fire exits clearly marked and fire procedures in place? ☐

Do you regularly practice fire drills? ☐

Do you have primary and secondary evacuation points at a suitable distance away from the building(s)? ☐

Do you have a site plan of your building(s)? ☐

Do you have generator backup systems in place? ☐

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? ☐

Do you check that the air conditioning and heating is working on a regular basis? ☐

Have you familiarized yourself and your staff with the location of the main switches and valves for electricity, gas, and water? ☐

Do you carry out end of day inspections i.e. to ensure that everybody has left your facility? ☐

Do you have procedures in place to make sure that all appliances are switched off and doors and windows are locked at the end of the work day? ☐

Do you regularly check the integrity of external fences and doors? ☐

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***PERSONNEL***

Outside of the office, do you have a list of all employee contact telephone numbers and home addresses? ☐

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

Do all staff members know their 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 members of your staff have any first aid or medical training? ☐

***SECURITY***

Does your facility have a security system installed? ☐

Does your company have a security policy? ☐

Do you give advice or training on security? ☐

Do you check employee and vendor references fully? ☐

Are contractors checked fully (i.e. the 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 fireproof and waterproof containers? ☐

Do you have copies of critical accounts and contracts in 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 secured 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 assets inventory? Is it updated regularly? ☐
- Do you have controls for the movement of company equipment? ☐

***CUSTOMERS***

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

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

***LOCATION***

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

Have you thought about the types of risk that may affect your business that are associated with the environment, such as flooding, severe weather, or drought? ☐

***INSURANCE***

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

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

***ASSESS THE RISKS***

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

Analyze 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 minimize the effect they will have on your business? ☐

• Are you insured against the worst eventualities? ☐

***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 who has some training in media handling and make sure that all staff knows who it is.

During an incident ensure that:

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

***GENERAL***

Have you prepared an emergency 'Go Box'? Does it include the following items?

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

***GENERAL (continued)***

- Disposable cameras ☐
- Dust and toxic fume masks ☐

Is your business continuity plan:

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

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