

THE 10 MINUTE CHECKLIST

This is a quick assessment for business continuity planning. The assessment has been split into sections for ease of reference, ideally you should have all of these criteria fulfilled.

	YES	NO	DON'T KNOW
Do you have a business continuity plan (BCP)?			
If yes, have you tested and reviewed your plan within the last 12 months?			
Do you have a policy for when to activate your plan?			
Do regularly train staff and test your plan?			
Has the idea of Business Continuity planning been approved by the board/owner/partners?			
Is there someone in your organisation who will have responsibility for looking after a BCP?			
Is the plan documented clearly and easily accessible?			
General Assessment:	YES	NO	DON'T KNOW
Have you made a list of all key contacts' telephone numbers?			
Have you got a list of all employees' telephone numbers?			
Do you have vital computer information stored on back up disks (or paper copies) held off premises?			
Have you familiarised yourself and your staff with the location of the mains switches and values (i.e. for electricity, gas and water)?			
Have you checked that all plumbing is in working order?			
Do you check that the heating and air conditioning is working on a regular basis?			
Have you prepared an emergency pack?			

If you have prepared a pack have you included the following essential items:	YES	NO	DON'T KNOW
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			
Stationery			
If you haven't already, you might also want to include these useful items:			
Torch			
Megaphone			
Spare batteries			
Tape			
Message pads and flip charts			
Coloured pens and pencils			
Mobile telephones (with credit)			
Dust and toxic fume masks			
Disposable cameras			
Petty cash and/or credit card (staff may need emergency funds)			

What do you do on a day-to-day basis?	YES	NO	DON'T KNOW
Do you carry out end of day inspections? I.e. to check everybody has left			
Do you make sure that all appliances are switched off?			
Do you check that all doors and windows are locked?			
Do you make sure that you have a clear desk policy?			
Building Facilities:	YES	NO	DON'T KNOW
Do you have evacuation procedures for your building & are staff trained in them?			
Are the fire exits clearly marked?			
Do you regularly practice fire drills?			
Do you have a primary and secondary evacuation points?			
Do you have a plan to your building?			
Does your building(s) require 24-hour 7 days access?			
Do you have generator backup systems in place & do you know how to activate them?			
Do you have an alternative building to use in an emergency?			
Personnel:	YES	NO	DON'T KNOW
Do you have an up to date and regularly reviewed job description and hierarchy chart for your company? (include temporary and contract workers)			
Do you have staff personal information on file i.e. communication with next of kin (include temporary and contract workers)			
Do you and your staff know what to do in an incident?			
Do you know where to go for advice/information?			
Do your staff know who is in charge in the time of a crisis?			

Have your staff been given specific roles to do in the event of a crisis?			
Have you thought about dealing with people issues – relocation arrangements, etc. transport home – staff may have to leave without coats, bags, cash, keys (home/car)			
Do you have members of staff with first aid or medical training?			
Security:	YES	NO	DON'T KNOW
Is there a security system installed?			
Do you have a security policy?			
Do you give any advice or training on security?			
Do you check references fully?			
Are contractors checked fully (i.e. company as well as each individual)?			
Do you regularly check the integrity of external fences and doors?			
Paper and Electronic Documents:	YES	NO	DON'T KNOW
Do you copy/backup your information?			
Do you store your paper documents in reinforced containers?			
Have these plans been reviewed within the last 12 months?			
Do you have copies of your files and accounts at a separate location?			
Is someone responsible for the upkeep of your files and accounts?			

Company Equipment:	YES	NO	DON'T KNOW
Do you have someone accountable for the assets /stock of your company?			
Do you have controls over the movements of your company equipment/stock?			
Have you completed a recent inventory of your company equipment/stock?			
IT:	YES	NO	DON'T KNOW
Are your IT systems critical to the running of your business? (phone/credit card system/cash tills)			
Do you have a tested IT disaster recovery plan?			
Is your computer anti virus software up to date?			
Are computer errors and logs adequately monitored?			
Are documented IT security policies and procedures in place?			
Are all computer users fully aware of e-mail and internet usage policies?			
Do you know how many platforms/servers/applications or operating systems support critical business functions?			
Is your company system part of a larger network?			
Do you know how long it would take to recover IT functions?			
Suppliers:	YES	NO	DON'T KNOW
Do your key suppliers have a business continuity plan? (you may have to rely on them)			
Customers:	YES	NO	DON'T KNOW
Do you have the correct contact details for all your customers?			
Do you have any key customers who you will need to be in constant contact with during a crisis?			

Would it affect your business if one of your key customers went out of business?			
Do your customers require that you have a BCP?			
Location:	YES	NO	DON'T KNOW
Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you? I.e. sewage works/risk of pollution/smoke damage/water leak from business above			
Have you thought about the types of risk associated with environment? E.g. Water/flooding, climate, forestry, etc.			
Insurance:	YES	NO	DON'T KNOW
Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment.			
Do you have your insurance company's details in order to contact them immediately at the time of the incident?			