

Business Continuity Plan Checklist



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IMPORTANT

This document is provided for guidance only and should not be viewed as a definitive checklist.

Business Continuity Plan (BCP) Checklist

Business Continuity Planning is an iterative process that will inevitably go through a number of revisions before the plan sufficiently reflects the business continuity needs of a company. The Business Continuity Template Checklist below acts as a starting point for businesses to consider what needs to be covered in their plan.

Business Area	Question	Yes/No	Details
General	Do you have a Business Continuity Plan?		
	Do you test your plan regularly? E.g Every 6 months.		Testing a plan allows feedback to be given by employees and for the plan to be subsequently refined. Contact Business Continuity Transport for more information about how we can assist with Business Continuity Testing. www.Businesscontinuitytransport.com
	Do you have a number of scenarios under which the plan would be implemented?		
	Do you have an emergency “battle box”?		Contains BCP, key contact information, tools (keys, torches, pads, pencils, batteries), spare keys and mobile phones.
Staff & Human Resources	Are your employees fully aware of your Business Continuity Plan (BCP)?		Having well trained staff who are aware of what to do in an emergency means that the business is capable of getting back up and running far quicker.
	Is the BCP driven from board or director level, or someone with similar standing within the business?		It is critical that the Business Continuity Plan is given high level backing.
	Do employees have ease of access to an up-to-date plan?		As a business changes, so should the Business Continuity Plan (BCP).
	Does the Plan have a list of employees, and key contacts, with phone numbers and where appropriate next of kin?		This can be stored securely in the battle box, available when a BCP is invoked.
	Are employees aware of where emergency shutoff points are for gas, and electricity?		
	Is there a regular staff evacuation drill?		

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	Do you have an up to date and regularly reviewed job description and hierarchy chart for your company?		
	Are employees aware of a central information point that will be used in the event that there is an emergency?		
	Have employees been given specific roles and received appropriate training in the event that the plan is required?		E.g. Trained First Aider
	If you have an alternative working location in place, do you have a list of local hotels, restaurants and takeaways that your employees could use should they need to work at the alternative location?		List of hotels, restaurants, sandwich and takeaways near your alternative work place.
	Should you need to work in an alternative location, have you made plans to arrange the safe transport of your employees?		Companies have a legal responsibility to protect their employees. Contact Business Continuity Transport for more information. www.Businesscontinuitytransport.com
Building and Facilities Management	Do you have alternative locations available should your primary work location(s) be unavailable?		Are employees able to get to the alternative sites safely and in an organized manner? Contact Business Continuity Transport for more information. www.Businesscontinuitytransport.com
	Do you have evacuation procedures available for your building and are these tested regularly?		
	Are emergency exits clearly marked both day and night?		
	Do you have more than one evacuation route available?		
	Does the building need to be available for use 24/7?		
	Do you have a backup power facility should the primary power source fail?		Backup generators along with UPS units provide a valuable backup to the business in the event that there is a

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			power outage.
	Are gas and electricity facilities maintained on a regular basis?		Proactive maintenance should be carried out regularly either by in house teams or contracted companies.
	Do you have a list of emergency contact names and numbers for critical building resources?		e.g. Emergency contact numbers for Gas, Electricity, Water etc.
	Do the alternative work locations contain sufficient car parking spaces for additional staff?		Work Area Recovery sites seldom have sufficient car parking. Business Continuity Transport provide a solution that solves this commonly overlooked problem. Contact Business Continuity Transport for more information. www.Businesscontinuitytransport.com
	Do you have business interruption insurance in place?		Specialist Business Interruption insurance is available that covers any emergency repairs and associated costs that are incurred when normal business is interrupted.
	Do you have security policies in place that are used in the event of having to invoke your BCP?		E.g. Are measures taken to ensure the security of the building? Are contractors vetted?
	Are paper documents copied, and stored in an alternative location?		This can include scanned copies of paper documents which are then stored in offsite backups.
IT, Telecommunication and systems infrastructure.	Is all data and information critical to running the business backed up on a regular basis?		
	Can business systems be restored to alternative hardware?		Bare metal restores are commonplace when the original hardware is unavailable due to malfunction or inaccessibility.
	Are restores done regularly to test the backup and restore process?		
	Are alternative telephone and Internet connectivity methods available?		E.g. Mobile telephones, VOIP, Mobile broadband.
	Are backups stored offsite?		
Financial and Media	Do you have access to emergency finances through		

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	credit cards, telephone banking etc?		
	Is ID carried to provide proof of identity when needing to carry out financial transactions?		
	Do you have key contact details of suppliers and customers?		
	Do you have a communication strategy in place to contact key stakeholders should the business have to invoke it's BCP?		Major clients and suppliers should be contacted and made aware of the situation to protect the reputation of the business.

The above list represents only a small section of the details that need to be considered in a BCP. Contact Business Continuity Transport who can refer you to one of our partners to provide Business Continuity Planning Advice.

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