

# Business Continuity Checklist

By Jake R Brady

- Building Facilities
  - There are evacuation procedures for your buildings.
  - Fire exits are clearly marked.
  - Fire procedures are in place.
  - Fire drills are regularly practiced.
  - There are primary and secondary evacuation points at a suitable distance away from the building(s).
  - There is a site plan of your building(s).
  - Generator backup systems is in place.
  - There is an alternative building to use in an emergency.
  - Check of the heating and air conditioning is performed regularly.
  - You and your staff are familiar with the location of the mains switches and valves (electricity, gas, water).
  - Day inspections are carried out.
  - There are procedures in place to make sure that all appliances are switched off and doors and windows are locked at the end of the working day.
  - Check for the integrity of external fences and doors is regularly performed.
- IT
  - Are your IT systems critical to the running of your business?
  - There are manual processes that could maintain critical documentary/administrative functions in case IT systems went down.
  - 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?
  - There is a tested IT disaster recovery plan in place.
  - Your computer anti-virus software is up to date.
  - Documented IT security policies and procedures are in place.
  - All computer users are fully aware of email and internet usage policies.
  - Vital computer information is stored on back up disks held off premises.

- Company Equipment
  - There is someone accountable for the assets of your company.
  - There is an inventory and is it regularly checked.
  - You have controls over the movements of your company equipment.
- Insurance
  - There is sufficient insurance to pay for disruption to business, cost of repairs, etc.
  - You have your insurance company's details in order to contact them immediately at the time of an incident.