Business Continuity Checklist

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# Tasks:

☐ **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.**