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.