Business Continuity Checklist

1. **Develop a business / continuity disaster recovery plan**
   - ☐ Establish a disaster-recovery team of employees who know your business best, and assign responsibilities for specific tasks.
   - ☐ Identify your risks (kinds of disasters you're most likely to experience).
   - ☐ Prioritize critical business functions and how quickly these must be recovered.
   - ☐ Establish a disaster recovery location where employees may work off-site and access critical back-up systems, records, and supplies.
   - ☐ Obtain temporary housing for key employees, their families, and pets.
   - ☐ Update and test your plan at least annually.

2. **Alternative operational locations.**
   Determine which alternatives are available. For example:
   - ☐ A satellite or branch office of your business.
   - ☐ The office of a business partner or even an employee.
   - ☐ Home or hotel.

3. **Backup site.**
   Equip your backup operations site with critical equipment, data files, and supplies:
   - ☐ Power generators.
   - ☐ Computers and software.
   - ☐ Critical computer data files (payroll, accounts payable and receivable, customer orders, inventory).
   - ☐ Phones/radios/TVs.
   - ☐ Equipment and spare parts.
   - ☐ Vehicles, boats, and spare parts.
   - ☐ Digital cameras.
   - ☐ Common supplies.
   - ☐ Supplies unique to your business (order forms, contracts, etc).
   - ☐ Basic first aid/sanitary supplies, potable water and food.

4. **Safeguard your property.**
   Is your property prepared to survive a hurricane or other disaster:
   - ☐ Your building?
   - ☐ Your equipment?
   - ☐ Your computer systems?
   - ☐ Your company vehicles?
   - ☐ Your company records?
   - ☐ Your company assets?

5. **Contact information.**

Do you have current and multiple contact information (e.g., home and cell phone numbers, personal email addresses) for:

- ☐ Employees?
- ☐ Key customers?
- ☐ Important vendors, suppliers, business partners?
- ☐ Is contact information accessible electronically for fast access by all employees?
- ☐ Insurance companies?

6. **Communications.**

Do you have access to multiple and reliable methods of communicating with your employees:

- ☐ Emergency toll-free hotline?
- ☐ Website?
- ☐ Cell phones?
- ☐ Satellite phones?
- ☐ Pagers?
- ☐ Two-way radios?
- ☐ Internet?
- ☐ Email?

7. **Employee preparation.**

Make sure your employers know:

- ☐ Company emergency plan.
- ☐ Where they should relocate to work.
- ☐ How to use and have access to reliable methods of communications, such as satellite/cell phones, e-mail, voicemail, Internet, and text messages.
- ☐ How they will be notified to return to work.
- ☐ Benefits of direct deposit of payroll and subscribe to direct deposit.
- ☐ Emergency company housing options available for them and their family.

8. **Customer preparation.**

Make sure your key customers know:

- ☐ Your emergency contact information for sales and service support (publish on your website).
- ☐ Your backup business or store locations (publish on your website).
- ☐ What to expect from your company in the event of a prolonged disaster displacement.
- ☐ Alternate methods for placing orders.
- ☐ Alternate methods for sending invoice payments in the event of mail disruption.

9. **Evacuation order.**

When a mandatory evacuation is issues, be prepared to grab and leave with critical office records and equipment:

- ☐ Company business continuity / disaster recovery plan and checklist.
- ☐ Insurance policies and company contracts.
- ☐ Company checks, plus a list of all bank accounts, credit cards, ATM cards.
- ☐ Employee payroll and contact information.
- ☐ Desktop/laptop computers.
- ☐ Customer records, including orders in progress.
- ☐ Photographs/digital images of your business property.
- ☐ Post disaster contact information inside your business to alert emergency workers how to reach you.
- ☐ Secure your building and property.

10. **Cash management.**

Be prepared to meet emergency cash flow needs:

- ☐ Take your checkbook and credit cards in the event of an evacuation.
- ☐ Keep enough cash on hand to handle immediate needs.
- ☐ Use Internet banking services to monitor account activity, manage cash flow, initiate wires, pay bills.
- ☐ Issue corporate cards to essential personnel to cover emergency business expenses.
- ☐ Reduce dependency on paper checks and postal service to send and receive payments (consider using electronic payment and remote deposit banking services).

11. **Post-disaster recovery procedures**

- ☐ Consider how your post disaster business may differ from today.
- ☐ Plan whom you will want to contact and when.
- ☐ Assign specific tasks to responsible employees.
- ☐ Track progress and effectiveness.
- ☐ Document lessons learned and best practices.