



Organizations in today's environment are in a constant state of change, making it essential to have a business continuity plan that is continuously updated to reflect current macro-events and operations.

Use this Readiness Checklist to determine your company's preparedness for any scenario, whether natural or man-made, and make sure these elements are part of your current business continuity plan today.

- Assign someone to lead business continuity planning efforts for your business.
- Assemble a Business Continuity Team comprised of individuals who know key operations.
- Identify possible hazards (natural and man-made) that could interrupt your business.
- Develop a Business Impact Analysis to identify and prioritize critical business operations for recovery.
- Organize all critical documents and information, so they are easily accessible when needed most.
- Develop continuity or emergency procedures, so you can continue to provide essential products or services during and after unforeseen events.
- Ensure that critical data or files are accessible, even if you're unable to access your facility.
- Maintain updated emergency contact information for employees, vendors, suppliers, customers and other key contacts.
- Maintain essential/emergency supplies for your businesses to address immediate needs if, for example, employees are unable to go home.
- Implement online collaboration and productivity tools in case employees must work from home for extended periods of time.
- Take steps to ensure the reliability of virtual work collaboration tools—internally and with clients.
- Create an internal web portal where employees can access the latest companywide updates on the emergency event and information relevant to their specific location or division.
- Take steps to safeguard against potential damage to your equipment, buildings or facilities.
- Protect inventory/storage from theft, loss or damage during an earthquake, fire, flood, etc.
- Maintain procedures to communicate with employees, suppliers, vendors, customers and the public.
- Put a current continuity/emergency/disaster plan in place. Test it regularly. Update it at least yearly.
- Establish partnerships with other businesses, government agencies, and/or community organizations that can serve as resources when the next crisis arrives.
- Plan for major impacts to specific locations or regions that may have different considerations, (HQ, high concentration of staff/product, etc.)

