

THE 10-MINUTE ASSESSMENT

This is a quick assessment for you to see how far you have got with business continuity planning. The assessment has been split into sections for ease of reference; ideally you should have all of these criteria fulfilled.

	YES	NO	DON'T KNOW
Do you have a business continuity plan (BCP)?			
If yes, have you tested your plan within the last 12 months?			
Do you have a policy for when to activate your plan?			
Do you regularly review your plan?			
Are your staff trained in activating your plan?			
Is there someone in your organisation who will have responsibility for looking after a BCP?			
Is the plan documented clearly and easily accessible?			
General Assessment	YES	NO	DON'T KNOW
Have you made a list of all key contacts' telephone numbers?			
Have you got a list of all employees' telephone numbers?			
Do you have vital computer information stored on back up disks held off premises?			
Have you familiarised yourself and your staff with the location of the mains switches and valves (ie for electricity, gas and water)?			
Have you prepared an emergency pack?			

If you have prepared a pack have you included the following essential items	YES	NO	DON'T KNOW
Business Continuity Plan			
List of employees with contact details			
Details of IT support staff			
Contact details for clients and suppliers			
Building site plan			
Spare keys			
Computer back up tapes/discs			
First aid kit			
Stationery			
If you haven't already, you might also want to include these useful items	YES	NO	DON'T KNOW
Torch			
Spare batteries			
Tape			
Message pads and flip charts			
Coloured pens and pencils			
Mobile telephones (with credit)			
Dust and toxic fume masks			
Disposable cameras			
What do you do on a day-to-day basis?	YES	NO	DON'T KNOW
Do you carry out end-of-day inspections? I.e. to check everybody has left			
Do you make sure that all appliances are switched off?			
Do you check that all doors and windows are locked?			
Do you make sure that you have a clear desk policy?			

Building Facilities	YES	NO	DON'T KNOW
Do you have evacuation procedures for your building?			
Are the fire exits clearly marked?			
Do you regularly practice fire drills?			
Do you have a primary and secondary evacuation points?			
Do you have a plan to your building?			
Does your building(s) require 24/7 access?			
Do you have fire safety procedures in place?			
Do you have generator backup systems in place?			
Do you have an alternative building to use in an emergency?			
Personnel	YES	NO	DON'T KNOW
Do you have an up-to-date and regularly-reviewed job description and hierarchy chart for your company? (include temporary and contract workers)			
Do you have staff personal information on file, i.e. communication with next of kin (include temporary and contract workers)			
Do you and your staff know what to do in an incident?			
Do you know where to go for advice/information?			
Do your staff know who is in charge in the time of a crisis?			
Have your staff been given specific roles to do in the event of a crisis?			
Have you thought about dealing with people issues – relocation arrangements, etc.			
Do you have members of staff with first aid or medical training?			

Security	YES	NO	DON'T KNOW
Is there a security system installed?			
Do you have a security policy?			
Do you give any advice or training on security?			
Do you check references fully?			
Are contractors checked fully (i.e. company as well as each individual)?			
Do you regularly check the integrity of external fences and doors?			
Paper and Electronic Documents	YES	NO	DON'T KNOW
Do you copy/backup your information?			
Do you store your paper documents in reinforced containers?			
Have these plans been reviewed within the last 12 months?			
Do you have copies of your files and accounts at a separate location?			
Is someone responsible for the upkeep of your files and accounts?			
Equipment	YES	NO	DON'T KNOW
Do you have someone accountable for the assets of your organisation?			
Do you have controls over the movements of your equipment?			
Have you completed a recent inventory of your equipment?			
Insurance	YES	NO	DON'T KNOW
Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment.			
Do you have your insurance company's details in order to contact them immediately at the time of the incident?			

IT	YES	NO	DON'T KNOW
Are your IT systems critical to the running of your services?			
Do you have a tested IT disaster recovery plan?			
Is your computer anti virus software up to date?			
Are computer errors and logs adequately monitored?			
Are documented IT security policies and procedures in place?			
Are all computer users fully aware of e-mail and internet usage policies?			
Do you know how many platforms/servers/applications or operating systems support critical activities?			
Is your system part of a larger network?			
Do you know how long it would take to recover IT functions?			
Suppliers	YES	NO	DON'T KNOW
Do your key suppliers have a business continuity plan?			
Clients/Customers	YES	NO	DON'T KNOW
Do you have the correct contact details for all your clients/customers?			
Do you have any key clients/customers who you will need to be in contact with during a crisis?			
Location	YES	NO	DON'T KNOW
Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you? E.g. sewage works and risk of pollution			
Have you thought about the types of risk associated with environment? Eg. Water, climate, forestry etc.			