Emergency and business continuity planning checklist

Business continuity is an essential part of any organisation's response planning. It sets out how the business will operate following an incident and how it expects to return to 'business as usual' in the quickest possible time.

A Business Continuity Plan (BCP) need not be specific to terrorist incidents and applies to any major disruption such as fire, flooding or power fault.

An emergency response plan is a plan of action for the efficient deployment and coordination of services, agencies and personnel to provide the earliest possible response to an emergency.

	Yes	No	Unsure
Do you have incident reporting and management procedures?			
Do you review and update your procedures every 6 months?			
Do you have a risk register that includes all significant risks to the business?			
Do you review and update your risk register every 6 months?			
Do you have a Business Continuity Plan (BCP)?			
Do you have Business Continuity Plans in place to cater for the loss/failure of key sites, systems equipment and personnel?			
Do you review and update your plans every 6 months?			
Do you have emergency response plans?			
Do your emergency response plans include firearms and weapons attacks?			
Do your emergency response plans include evacuation, invacuation and lockdown procedures?			
Do you have defined primary and secondary evacuation assembly points?			