

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.

Policy:	YES	NO	DON'T KNOW
Do you have a Business Continuity Plan (BCP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you tested your plan within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a policy for when to activate your plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly review your plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your staff trained in activating your plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the idea of Business Continuity Planning been approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there someone in your organisation who will have responsibility for looking after the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the plan documented clearly and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Assessment:	YES	NO	DON'T KNOW
Have you made a list of all key contacts' telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you got a list of all employees' telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have vital information stored on back up discs held off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarised yourself and your staff with the location of the mains switches (ie electricity, gas, water, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked that all plumbing is in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check that the heating and air conditioning is working on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared an emergency pack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you make sure that all appliances are switched off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check all doors and windows are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you make sure that you have a clear desk policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Building Facilities:	YES	NO	DON'T KNOW
Do you have evacuation procedures for your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly practice fire drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have primary and secondary evacuation points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a plan of your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your building(s) require 24 hour 7 day access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have fire safety procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have generator back up systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an alternative building to use in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel:	YES	NO	DON'T KNOW
Do you have an up to date and regularly reviewed job description and hierarchy chart for your organisation? (include temporary and contract workers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff personnel information on file? i.e. communication with next of kin (include temporary and contract workers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you and your staff know what to do in an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where to go for advice and information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff know who is in charge in the time of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your staff been given specific roles to do in the event of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about dealing with people issues – relocation arrangements, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have members of staff with first aid or medical training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any staff trained in evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any particular staff with critical and unique skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper and Electronic Documents:	YES	NO	DON'T KNOW
Do you copy / back up your information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you store your paper documents in reinforced containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have these plans been reviewed within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have copies of your files and accounts in a separate location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is someone responsible for the upkeep of your files and accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Security:	YES	NO	DON'T KNOW
Is there a security system installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a security policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give any advice or training on security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check references fully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors checked fully? (ie company as well as individual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly check the integrity of external fences and doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment:	YES	NO	DON'T KNOW
Do you have someone accountable for the assets of your organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have controls over the movements of your equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed a recent inventory of your equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is your inventory stored electronically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IT:	YES	NO	DON'T KNOW
Are your IT systems critical to the running of your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a tested IT disaster recovery plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your computer anti virus software up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer errors and logs adequately monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are documented IT security policies and procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all computer users fully aware of email and internet usage policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how many platforms / servers / applications or operating systems support critical business functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your company system part of a larger network?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how long it would take to recover IT functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suppliers / Stakeholders:	YES	NO	DON'T KNOW
Do your key suppliers / stakeholders have a Business Continuity Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customers:	YES	NO	DON'T KNOW
Do you have the correct contact details for all your customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any key customers who you will need to be in constant contact with during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would it affect your business if one of your key customers went out of business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your customers require that you have a BCP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your customers have a BCP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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? ie sewage works and risk of pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about the types of risk associated with the environment? ie water, climate, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have your insurance company's details in order to contact them immediately at the time of the incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have prepared an emergency pack have you included the following essential items:	YES	NO	DON'T KNOW
Business Continuity/Recovery Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of employees with contact details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of IT providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact details for clients and suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spare keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer back up discs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stationery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you haven't already, you might want to include these useful items:

Torch	<input type="checkbox"/>
Megaphone	<input type="checkbox"/>
Spare batteries	<input type="checkbox"/>
Tape	<input type="checkbox"/>
Message pad and flip chart	<input type="checkbox"/>
Coloured pens and pencils	<input type="checkbox"/>
Mobile phones (with credit)	<input type="checkbox"/>
Dust and toxic fume masks	<input type="checkbox"/>
Disposable cameras	<input type="checkbox"/>

Where you have answered "DON'T KNOW" this may indicate that further enquiries need to be made. If you have answered "NO" to any of the questions this may indicate that you need to consider the specific issues when undertaking Business Continuity Planning.