

REFERENCE GUIDE

Business Continuity & Emergency Preparedness Checklist

This document provides background information and general guidance to support emergency preparedness initiatives. It is not intended to serve as an all-encompassing list and should be supplemented with site-specific procedures and plans that adhere to all applicable local, state, and federal requirements.

Plan & Assess

- ✓ Identify risks that could impact your business, such as fire, severe weather, utility loss, supply chain disruptions, cyber-attacks, etc.
- ✓ Confirm critical functions, recovery priorities, and backup strategies
- ✓ Identify leadership/incident command
- ✓ Practice drills; hold debriefs and plan future training sessions
- ✓ Review and update your Business Continuity Plan

Communication

- ✓ Establish communication methods for notification; ensure there is an updated employee and vendor contact list
- ✓ Provide training on roles/responsibilities

People & Safety

- ✓ Verify there are emergency contacts listed for all employees
- ✓ Post evacuation maps in a location that is easily accessible and visible to employees
- ✓ Run routine drills for various scenarios, including fire, severe weather, evacuation, etc.
- ✓ Train staff in emergency procedures, including first aid, CPR, and AED use
- ✓ Stock emergency kits

Facilities & Equipment

- ✓ Test fire suppression systems, alarms, and extinguishers regularly
- ✓ Test backup power, emergency lighting, and IT systems
- ✓ Be aware of hazardous material inventory/equipment
- ✓ Know shutoff procedures

Technology & Data

- ✓ Test backups (offsite/cloud) and recovery
- ✓ Maintain proper cybersecurity controls
- ✓ Ensure records are available off-site and emergency plans are readily accessible

Suppliers & Vendors

- ✓ Identify key suppliers and vendors; establish/confirm contingency arrangements
- ✓ Maintain inventory of essential supplies
- ✓ Establish alternate suppliers or service providers

Emergency Supplies

- ✓ Ensure emergency supply kits are stocked with first aid supplies, flashlights, radios, water, PPE, etc.
- ✓ A minimum 72-hour supply is the recommendation
- ✓ Routinely test items in supply kit and verify expiration dates; replace as needed

Insurance & Records

- ✓ Routinely review coverages and work directly with your agent to ensure proper insurance coverage
- ✓ Store policies offsite/digitally
- ✓ Document assets with photos/video

Recovery

- ✓ Have alternate work arrangements/remote or other offsite location
 - ✓ Ensure customer notification is in place
 - ✓ Track emergency expenses
 - ✓ Conduct after-event review and update plans and training as needed
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