The 10 minute assessment

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

General Assessment:	Yes	No	N/A	Don't Know
Has the idea of Business Continuity Management (BCM) been approved by the owner/partners/board?				
Do you have a Business Continuity Plan (BCP)?				
Is the plan documented clearly and easily accessible?				
Have you exercised your plan within the last 12 months?				
Do you have a policy for how and when to activate your plan?				
Do you regularly review and update your plan?				
Are your staff trained in activating and operating your plan?				
Is there someone in your organisation who will have responsibility for looking after BCM?				
Have you made a list of all key contacts' telephone numbers?				
Have you prepared an emergency pack or grab bag?				
Building Facilities:	**Yes**	**No**	**N/A**	**Don't Know**
Do you have emergency evacuation procedures for your building (for a fire, flood, gas leak, bomb etc.)?				
Are the emergency exits clearly marked?				
Do you regularly practice emergency drills?				
Do you have a primary and secondary evacuation assembly points?				
Do you have a floor plan to your building?				
Do you have access to your building at all times?				
Do you have fire safety procedures in place?				
Do you have access to an alternative workspace to use in an emergency?				
Have you familiarised yourself and your staff with the location of the mains switches and valves (i.e. for electricity, gas and water)?				
Do you regularly check all plumbing is in working order?				
Do you regularly check that any heating and air conditioning is working?				

Personnel:	Yes	No	N/A	Don't Know
Do you have staff personal information on file e.g. staff contact details? (include temporary and contract workers)				
Are up to date and accessible copies of this information stored off site?				
Do your staff know what to do in an emergency?				
Do your staff know where to get advice/information/ guidance in an emergency?				
Do your staff know who is in charge in the time of an emergency?				
Have your staff been given specific roles to do in the event of an emergency?				
Have you thought about dealing with people issues (relocation arrangements, welfare etc.)?				
Do you have members of staff with first aid training?				
Are all staff trained in evacuation?				
Do you have arrangements to cover staff with critical and unique skills?				
Do you check references fully?				
Do you have an up to date job description and hierarchy chart for your company (including temporary and contract workers)?				
Physical Security:	Yes	No	N/A	Don't Know
Do you have a security policy?				
Do you have an appropriate and regularly maintained security system?				
Do you give any advice or training on security to relevant staff?				
Are contractors checked fully (company as well as each individual)?				
If you have them, do you regularly check external fences and doors?				
Do you carry out end of day inspections (to check everybody has left)?				
Paper and Electronic Documents:	Yes	No	N/A	Don't Know
Do you regularly copy/backup your information?				
Are your critical documents adequately protected?				
Do you have copies of your critical records at a separate location?				

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Company Equipment:	Yes	No	N/A	Don't Know
Have you identified your key equipment?				
Do you have contingency plans in place to cater for the loss/ failure of key equipment?				
Do you regularly update an inventory of your company equipment?				
Do you have controls over the movements of your company equipment?				
IT:	Yes	No	N/A	Don't Know
Have you identified the critical IT systems for your business?				
Do you have a documented and tested IT disaster recovery plan?				
Are the relevant staff aware of the IT disaster recovery plan?				
Do you know how long it would take to recover IT functions?				
Are documented IT security policies and procedures in place?				
Are all staff aware of IT security policies and procedures?				
Do you have vital computer information stored off site?				
Suppliers:	Yes	No	N/A	Don't Know
Have you identified who your key suppliers are?				
Do your key suppliers have business continuity plans?				
Have you identified alternative sources for key supplies?				
Do you have the up to date contact details for all your suppliers?				
Customers:	Yes	No	N/A	Don't Know
If relevant, do you have up to date contact details for your key customers?				
Do you have a mechanism for communicating with your customers during an emergency?				

Locations:	Yes	No	N/A	Don't Know
Have you identified and considered the risks from your surrounding area and businesses? E.g. Flood risk, chemical plants etc.				
Insurance:	Yes	No	N/A	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 a copy of the insurance company's details and policy held on and off site?				