

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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| Do you have copies of your critical records at a separate location? | | | | |
| 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? | | | | |