

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.

| | YES | NO | DON'T KNOW |
|---|-----|----|------------|
| Do you have a business continuity plan (BCP)? | | | |
| If yes, have you tested your plan within the last 12 months? | | | |
| Do you have a policy for when to activate your plan? | | | |
| Do regularly review your plan? | | | |
| Are your staff trained in activating your plan? | | | |
| Has the idea of Business Continuity planning been approved by the board/owner/partners? | | | |
| Is there someone in your organisation who will have responsibility for looking after a BCP? | | | |
| Is the plan documented clearly and easily accessible? | | | |
| | | | |
| General Assessment: | YES | NO | DON'T KNOW |
| Have you made a list of all key contacts' telephone numbers? | | | |
| Have you got a list of all employees' telephone numbers? | | | |
| Do you have vital computer information stored on back up disks held off premises? | | | |
| Have you familiarised yourself and your staff with the location of the mains switches and values (ie for electricity, gas and water)? | | | |
| Have you checked that all plumbing is in working order? | | | |
| Do you check that the heating and air conditioning is working on a regular basis? | | | |
| Have you prepared an emergency pack? | | | |