

My Business Continuity Plan

Comprehensive BCP Checklist

This checklist is a tool that reminds you about the information you'll need to complete a **Comprehensive BCP** using the web application, **My Business Continuity Plan**. As you move through the application, you'll be answering multiple choice questions as well as 'fill in the narrative' style questions.

Check off each item as you collect the necessary resources to assist in completing the topics that will be covered in your Comprehensive BCP.

Residents Module

1. understanding of how your agency will assess the safety needs of residents during an emergency or disruption

Finance Module

1. contact information for key financial stakeholders, including financial institutions, external financial advisors (accountants, auditors, etc.), and payroll providers
2. understanding of how financial records are secured
3. understanding of how vendors will be paid during a disruptive period
4. understanding of how payment collections will be processed during a disruptive period
5. process for maintaining payroll under disruptive conditions
6. how mission-critical inventory is maintained and managed (such as vehicles, electronics, or other goods)

Business Operations and Properties

1. understanding of how your agency will assess staff wellness and operational capacity for mission-critical functions
2. how property assessments are completed in the wake of a disruptive event, including any contact information for outside, third-party assessment companies
3. contact information for disaster recovery vendors your agency contracts

Emergency Preparedness Module

1. understanding of special preparations for specific events, such as a pandemic, terrorism, electrical storms, earthquakes, floods, hurricanes, and other natural disasters
2. contact information for available alternative residential space, office space, or warehouse space
3. your agency's evacuation plans

Information Technology Module

1. how you are protecting your organization from losses related to cyber terrorism
2. how you will protect your organization from loss related to a power disruption
3. key contacts for technology resources

Staffing Module

1. contact information for the primary coordinator of the BCP
2. contact information for members of any committees/teams coordinating BCP (risk management team or BCP specific committee)
3. contact information for members of the senior management team
4. contact information for any persons who will play a key role in implementation of the BCP

Communications Module

1. contact information for the local police station and fire department (non-emergency), ambulance service, health department, hospital, walk-in medical clinic
2. contact information for your insurance agents or brokers
3. insurance coverage information (policy numbers, points of contact)
4. contact information for outsourced IT providers
5. contact information for telephone, cellular and Internet providers
6. contact information for utility providers
7. contact information for companies providing security services

8. contact information for other key contractors: waste disposal, plumbers, trash removal, etc.
9. contact information for local government officials in your area (e.g., Mayor's office, City Manager's office)
10. contact information for local media

Training and Resources Module

1. how often you will undertake training and maintenance activities for your BCP
2. your training and maintenance procedures
3. names and contact info of members of your recovery team who will lead recovery strategies for your agency