

DRAFTING EFFECTIVE WRITTEN BUSINESS CONTINUITY PLANS CHECKLIST 2021



Incident Management Plan	Completed	Needs Work	Notes
Life Safety Procedures			
Key Contacts (Responsible for managing incident)			
Emergency Operations Center information (if necessary)			
Specific documents and data (Resource needs assessment)			
Damage Assessment Information			
Restoration and Salvage Information			
Insurance Considerations			
Crisis Communications Plan	Completed	Needs Work	Notes
Identify Crisis Management Team			
Moving from Crisis to Business Continuity procedures			
Building/Landlord communication procedures			
Firm Crisis Notification System procedures			
Identify Crisis Communications Team (PR and Media)			
Recovery Site Plan	Completed	Needs Work	
Alerting Procedures for move to alternate location			
Declaration of move to alternate location procedures			
Administration of move to alternate location			
Logistics of move to alternate location			
Operational Recovery Plan	Completed	Needs Work	Notes
Procurement of vital records and data (external contacts and suppliers)			
Business Impact Assessment Information (BIA's)			
Prioritization Structure for Critical Business Functions			
Information Technology (IT) Recovery Plan	Completed	Needs Work	Notes
Determine IT Recovery Teams			
Procedures for all data resources (hardware, software, etc.)			
Data redundancy procedures			
Procedures for re-directing phones			
Procedures for cyber security breach declaration			
Appendices	Completed	Needs Work	Notes
Firm organizational charts			
Contact information for all personnel and external suppliers			
Business Impact Assessments			