

## Business Continuity & Disaster Recovery Preparedness Checklist

*Customers wishing to develop pandemic business response plans, enhance what they may already have in place or embark on preparedness activities should be asking themselves the following questions:*

Will you manage, if a large number of employees become ill?	Yes	No
Will you be able to track infected employees? Absent employees?	Yes	No
Do you have policies regarding sick or absent employees and did you consider their unique requirements specific to pandemic?	Yes	No
Have you educated your employees on your pandemic related policies and plans?	Yes	No
Have you identified your most important business processes, and do you know what is required to keep them operational?	Yes	No
Do you know who your key business operations players are and how to operate without them?	Yes	No
Do you know who your critical suppliers are and what kinds of plans do they have in place to continue supporting your organization?	Yes	No
Do you have a crisis communications plan?	Yes	No
Can you enable employees to work from home and manage them if they are unable or unwilling to travel to a central work location?	Yes	No
Can you ensure electronic access to data, processes, tools and plans?	Yes	No
Will you be able to continue to operate systems and business processes in a crisis?	Yes	No
Will you be able to communicate and share data with suppliers and partners?	Yes	No
Have your plans been reviewed by an experienced independent third party?	Yes	No