<Company>

BUSINESS CONTINGENCY PLAN CHECKLIST & EMERGENCY CONTACTS

Ver. 0 <Date>

EMERGENCY CONTACTS

Executive Disaster Team Lead

	Name	Address	Home	Mobile phone
Lead				
Alt.				

Disaster Team Area Leads

Team	Name	Address	Home	Mobile phone
Facilities				
Alt.				
IT/Comm.				
Alt.				
Admin. Ops				
Alt.				
Int. Comm.				
Alt.				
Security				
Alt.				
HR				
Alt.				

Emergency Response Vendors

Function	Name	Address	Business Line	Alternate

EMERGENCY CONTACTS (continued)

Department Heads

Dept.	Name	Address	Home	Mobile phone

Employee Contacts

Dept.	Name	Address	Home	Mobile phone

EMERGENCY CONTACTS (continued)

Approved Vendors

Function	Name	Address	Business Line	Email

PURPOSE

The purpose of this checklist is to offer management at **\<Company\>** a convenient reference in the event of an extended interruption of business due to natural or man-made causes in so that business contingency tactics are enacted as quickly as possible. This checklist is not meant to serve as a full and thorough business contingency plan; rather, this checklist is meant to serve as a quick, thumb-through guide in the event of an unexpected interruption of business.

\<Company\>
BUSINESS CONTINGENCY CHECKLIST

In the event of an extended interruption of business

EXECUTIVE DISASTER TEAM
The **Executive Disaster Team Lead** will:
- Make a quick assessment of facility safety
  - Call for evacuation if necessary
- Contact emergency response personnel
- Retrieve the full Business Continuity Plan for off-site consultation
- Contact Disaster Team Area Leads for download of situation assessment

FACILITIES
The **Facilities Team Lead** will:
- Contact the building management
  - Request alternate space for business operations
- Safeguard equipment by placing any available equipment covers over equipment and moving equipment off the ground if possible

IT/Communications
The **IT/Communications Team Lead** will:
- Safeguard data and data backup systems
- Contact data backup vendors for consultation
- Order hardware for critical business activities (telephones, computers, servers, etc.)
- Contact communications vendors to set up temporary site access
- Consider wireless/online solutions for temporary business activities
- Reconfigure IT security for off-site access

ADMINISTRATIVE OPERATIONS

The **Administrative Operations Team Lead** will:

- Order necessary office furniture for temporary site use
- Order necessary forms, special stock paper
- Order office supplies
- Evaluate work around procedures for handling in-person transactions

INTERNAL COMMUNICATIONS

The **Internal Communications Team Lead** will:

- Initiate call trees to contact employees
- Distribute directions to the temporary work site
- Confer with IT/Communications Team Lead to confirm operational status
- Contact department heads for assessment of any temporary procedural changes
- Contact critical vendors to notify them of temporary changes (location, etc.)
- Contact mail delivery services to notify them of any change in location

SECURITY

The **Security Team Lead** will:

- Safeguard sensitive vital records
- Evaluate current building access needs for emergency and rebuilding services personnel
- Evaluate temporary site access needs for management and employees

HUMAN RESOURCES

The **Human Resources Team Lead** will:

- Evaluate internal policies for sending employees home
- Assess need for counseling for employees; arrange counseling services if necessary
- Assist Internal Communications Team Lead with call tree initiation

<Insert evacuation maps, flowcharts, phone trees, and other relevant procedural documents here>