Business Contingency Planning Checklist

This checklist helps you create a business contingency plan and ensure employee safety in the case of a health emergency, pandemic, outbreak, disaster, or other disruption in service. Source: CDC

By:

Date:

Time:

Plan for Business Impact

		Yes	No	N/A	Comments
1.	Do you have a contingency plan coordinator and/or team? (Write their name(s) in the comments; include personnel from all locations.)	Yes	No	N/A	Comments
2.	Have you identified critical employees and inputs (suppliers, vendors, etc.) critical to maintaining business operations?	Yes	No	N/A	Comments
3.	Have you identified, hired, and trained an ancillary workforce (contractors, temps, retirees, etc.) in advance?	Yes	No	N/A	Comments
4.	Have you performed and documented a safety hazard assessment for the ancillary workforce and identified all necessary hazard control and reduction measures?	Yes	No	N/A	Comments

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	Yes	No	N/A	
5. Have you planned for scenarios likely to result in an increase or decrease in demand for your products and/or services?	Yes	No	N/A	Comments
6. Have you determined the potential impact of a disruption on company business financials using multiple possible scenarios that affect different product lines and/or production sites?	Yes	No	N/A	Comments
7. Have you determined the potential impact of a pandemic, conflict, etc. on business-related domestic and international travel (e.g. quarantines, border closures)?	Yes	No	N/A	Comments
8. Have you identified sources of reliable information from community public health, emergency management, and other sources and placed the links in an area all involved personnel can access?	Yes	No	N/A	Comments
9. Have you forecasted for employee absences due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures?	Yes	No	N/A	Comments

Plan to Communicate

	Yes	No	N/A	
10. Have you established an emergency communications plan? Has it been updated within the last two years or with the onset of a new hazard?	Yes	No	N/A	Comments

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11. Does your communications plan include the identification of key contacts (with back-ups)?	Yes	No	N/A	Comments
12. Does your plan include chain of communications (including suppliers and customers)?	Yes	No	N/A	Comments
13. Does your communication plan include processes for tracking and communicating business and employee status?	Yes	No	N/A	Comments
14. For multi-site and international companies, have you assigned a communications coordinator at each site?	Yes	No	N/A	Comments

Prepare to Execute Your Plan

15. Have you run a drill or tested your overall contingency plan?	Yes	No	N/A	Comments
16. Have you identified, hired, and trained safety trainers/consultants/personnel to manage risk reduction during change?	Yes	No	N/A	Comments
17. Have you set up authorities, triggers, and procedures for transferring business knowledge, keys, permissions, and authority to key employees?	Yes	No	N/A	Comments

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18. Have you set up authorities, triggers, and procedures for activating and terminating the company's contingency plan?	Yes	No	N/A	Comments
19. Have you communicated your contingency plan to all employees, vendors, and if needed, clients/customers who are affected?	Yes	No	N/A	Comments
20. Have you documented your contingency plan? Do all affected employees know how to/ have permission to access the documentation?	Yes	No	N/A	Comments
21. Have you determined the cost of executing your plan?	Yes	No	N/A	Comments
22. Have you allocated sufficient funds to execute your contingency plans at each location?	Yes	No	N/A	Comments

23. Additional Comments:

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