

COBB COUNTY BUSINESS CONTINUITY PLANNING CHECKLIST

EXECUTIVE SUMMARY

- Purpose of the Plan
- Corporate policy regarding emergency management
- Authorities and responsibilities of key personnel
- Types of emergencies expected
- Assessment of vulnerabilities
- Location where response operations will be managed
- General assumptions of which the plan is based

DIRECTION AND CONTROL

- Emergency Mgmt & Incident Command Organization
- Organizational diagram

EMERGENCY OPERATIONS CENTER

- Primary and alternate location
- Duties of personnel
- Procedures for each position and checklists
- Lines of succession, authority, and responsibility
- Equipment & supply needs for each response function

Assignment of initial responsibility for:

- Recognizing and reporting an emergency
- Warning employees
- Initiating safety and security measures
- Ordering or initiating evacuation

ADMINISTRATION

Assignment of initial responsibility for:

- Maintaining telephone logs
- Keeping detailed records of events
- Maintaining a record of injuries and follow-up actions
- Accounting for personnel
- Coordinating notification of family members
- Issuing press releases
- Managing finances
- Coordinating personnel services
- Documenting incident investigations and recovery operations

LOGISTICS

Assignment of responsibility for:

- A resource inventory
- Utility maps to emergency responders
- Material safety data sheets to employees
- Backup equipment
- Repair parts
- Medical support, food and transportation
- Shelter facilities
- Backup power
- Backup communications
- Emergency contract procedures
- Pre-identified vendors for supplies and equipment

SECURITY

- Procedures for isolation of the disaster scene
- Crowd control

EXTERNAL RESPONSE

- Protocols for relinquishing control
- Assignment and responsibilities of liaison officer

COMMUNICATIONS

CORPORATE COMMUNICATIONS

- Priority and procedures for restoration of internal communications
- Plan for external restoration of communications services
- Plan for backup communications for each business function

FAMILY COMMUNICATIONS

- Individual responsibilities plan

EMERGENCY NOTIFICATIONS

- List of employee addresses, telephone, cell, and pager numbers
- Procedures for notification of local, State and Federal agencies
- Scripted public address systems announcements

NOTIFICATIONS & WARNINGS

- System(s) description

LIFE SAFETY

SITE EVACUATION

- Conditions under which an evacuation would be necessary
- Personnel and procedures to shutdown critical operations
- Post evacuation procedures
- Security to prevent unauthorized access into an incident area
- Identification of personnel for access control
- Rescue of persons trapped or unable to evacuate

FIRST AID

- Procedures for providing first aid for persons injured in the accident or evacuation:
 - Triage area
 - Treatment area
 - Transporting patients
 - Morgue
- Procedures to manage assignment of patients to area hospitals

ROUTES AND EXITS

- Primary and alternate

ASSEMBLY AREAS AND ACCOUNTABILITY

- Areas and procedures

SHELTER

- Conditions for taking shelter, shelter locations and managers
- Procedures for sheltering in place
- Identification of hazardous areas to be avoided when sheltering

TRAINING

- Program and responsibility

INFORMATION

- Route maps displayed; plan for visitors & customers

FAMILY PREPAREDNESS

- Plans for employee transportation needs

PROPERTY

PROTECTIVE SYSTEMS (plans and procedures):

- Fighting fires
- Containing material spills
- Closing or barricading doors and windows
- Shutting down equipment
- Covering, securing or relocating equipment
- Identification of backup equipment, parts and supplies

FACILITY SHUTDOWN

- Responsibility for non-structural mitigation
- Securing items that could fall or shake loose in an emergency
- Moving heavy or breakable objects to low shelves
- Ensuring moveable items are above potential flood levels
- Moving workstations away from windows
- Wrapping electronic equipment in plastic

RECORDS PRESERVATION

- Identification and labeling vital records:
- Financial and insurance information
- Engineering plans and drawings
- Product lists and specifications
- Employee, customer and supplier databases
- Formulas, proprietary information and trade secrets
- Personnel files
- Backing up computer systems
- Copies of records
- Storing tapes and discs off-site or in insulated containers
- Evacuation of records to backup facilities
- Arrangements for backup power

COMMUNITY OUTREACH

- Coordination of plans with other tenant businesses in building or complex

MUTUAL AID AGREEMENTS

- Government and volunteer agencies

COMMUNITY SERVICE

- Relationship to corporate responsibilities

PUBLIC INFORMATION & MEDIA RELATIONS

- Designations of a primary and alternate spokesperson
- Procedures for selecting and designating a media assembly area
- Establishment of security procedures
- Procedures to ensure media releases are complete, accurate and approved
- Plan for effectively communicating technical information
- Background information about the facility
- Pre-written sample messages

RESUMPTION

CONTINGENCY CONTRACTS

- Employee contact methods
- Arrangements for record preservation, equipment repair, earthmoving equipment or engineering resources
- Property and business resumption policies
- Plan for bringing critical systems back on-line
- Responsibility for photographs or videotape of the facility

CONTINUITY OF MANAGEMENT

- Chain of command
- Lines of succession
- Relocation to alternate headquarters

INSURANCE

- Values, conditions, applicability and adequacy

EMPLOYEE SUPPORT plans & procedures for establishing a humanitarian assistance center providing:

- Employee contact methods
- Cash advances
- Salary continuation
- Flexible work hours
- Reduced work hours
- Crisis counseling
- Care packages
- Day care

RESUMING OPERATIONS

- Recovery team priorities
- Hazard assessment and security
- Employee briefing
- Provisions for insurance documentation:
- Audio recording decisions
- Photographs or video damage
- Damage related cost inventory and accountability
- Assessment of damaged property values