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 patents
  ☐ Morgue
☐ Procedures to manage assignment of patents 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