Checklist for Disaster Planning, Emergency Preparedness, and Business Continuity Plans

General Information Does the plan address the program's functions and services?	Yes	No
Does the plan address what staff is responsible for what functions?		
Does the plan address which functions and services are critical, and which are less so?		
Does the plan address client services and how they will be provided in a disaster?		
Does the plan address the program's equipment requirements?		
Does the plan address how quickly the program's services have to get back up and running?		
Does the plan provide alternative work sites, where program staff can go if its offices become unusable?		

Critical Information Does the plan address where the following critical information is kept, and how it is accessible during and after the disaster?	Yes	No
Current and previous Form 990s		
Current and previous audited financial statements		
Financial Statements		
Grant Reports		
1-9s		
Tax Exemption Certificate		
Payroll Tax Information (W4 and W2)		
Office Policies		
Board Minutes		
Corporate Seal		
Blank Checks		
Computer passwords		
Client Records		
Vendor Records		
Employee Records		
Payroll		
Office Leases		
Insurance		
Fidelity Bond		
Property Insurance		
Professional Liability		
Health Insurance Company		
Unemployment Insurance		
Workers' Compensation		
Disability Insurance (short-term)		

Critical Information *continued* **Does the plan address where the following critical information is kept, and how it is accessible during and after the disaster?**	Yes	No
Disability Insurance (long-term)		
Life Insurance		
Dental Insurance		
Vision Insurance		
Bank Name(s)		
List of staff members authorized to make transfers		
List of staff members authorized to sign checks		

Computers and Technology	Yes	No
Does the plan address the program's inventory of hardware and software?		
Does the plan address the program's backup system?		

Building Information **Does the plan provide information tailored towards each building, if there is more than one?**	Yes	No
Does the plan address where each office is located?		
Does it specify whether there are different plans for each building?		
Does it specify whether there are alternate plans for different work spaces?		

Business Impact Analysis	Yes	No
Does the plan include a business impact analysis, which specifies the amount of time the program can be closed without having a crippling impact on clients and on the delivery of legal services?		

Personnel Policies and Crisis Communications	Yes	No
Does the plan address how it will accommodate employees' distress?		
Does the plan address workplace safety?		
How is staff protected if the office is in a dangerous area?		
Is there an evacuation plan in case of an emergency?		
Does the program review the plan regularly?		
Does the program train and test the plan?		