

# EVALUATE BUSINESS CONTINUITY AND RECOVERY PLAN CHECKLIST

Is your business ready to respond to a crisis or disaster? It's difficult to know unless you're faced with the situation in real life. Still, you can take steps to evaluate your business continuity and recovery plan through exercises or by analyzing past events.

---

## Design exercises for your employees, such as:

- ▶ Walk-throughs
- ▶ Tabletop exercises
- ▶ Full-scale exercises

---

## Conduct an exercise/simulation of a crisis or disaster scenario.

- ▶ Do employees know how to respond? Are they aware of the resources in place to help them?

---

## After all exercises, ask employees for feedback.

- ▶ Have a group discussion or ask employees to fill out evaluation forms.
- ▶ Analyze the feedback and use it to improve your processes. Are there clear areas you can improve? Make sure to report the feedback to your supervisors.

*Follow this checklist to gauge your business's readiness to respond to a crisis and find opportunities to improve.*

---

## Update your business continuity plan to reflect employee feedback.

- ▶ Identify which areas you'll be improving. What is the action required? What kinds of resources will you need?
- ▶ Evaluate how high of a priority these updates are.
- ▶ Assign teammates to specific updates. Who is responsible for each task? Who is overseeing timelines, budgets, etc.?
- ▶ Regularly track the status of the updates.

---

## Evaluate the effectiveness of your business continuity plan.

- ▶ Prepare a post-event report, and include any remaining recommendations for improvement.