IMMEDIATE ACTIONS TAKEN IN RESPONSE TO AN EVENT

1. Have you accounted for all of your employees, clients, visitors and guests? Are they safe? If not, are medical assistance or emergency services required? Have they been contacted?
   - Yes  - No

2. Have the families of your employees been accounted for? Are they safe? What steps can your organization take to assist them in ensuring/restoring their families’ immediate safety?
   - Yes  - No

3. Are the right executives and personnel informed of the situation and available or enroute to manage the crisis and recover business operations? (Crisis/Emergency Response Team)
   - Yes  - No

4. Has the crisis or disaster been stabilized or is the situation continuing to unfold? Have actions been initiated according to your crisis response or Continuity of Operations Plan (COOP)?
   - Yes  - No

5. If appropriate, have measures been initiated to ensure the immediate and long-term physical security of key assets, facilities, equipment and resources?
   - Yes  - No

6. Has an internal damage assessment been initiated to identify damage to facilities, equipment, IT systems, vital records and business processes? Are the functional managers coordinating a damage assessment for their areas of responsibility?
   - Yes  - No

7. Has an external damage assessment been initiated to identify damage to local transportation and communication networks, physical access to facilities and public works and resources, such as water, sewage, electrical power, telecommunications and data systems?
   - Yes  - No

8. If required, has your organization initiated a shift of operations to the alternate headquarters or base of operations in the event that you were required to evacuate your normal workplace?
   - Yes  - No

9. Have appropriate reports been initiated to local and corporate authorities (e.g., Emergency Operations Center (EOC); corporate offices or regional headquarters; other civil authorities)?
   - Yes  - No

10. Has your Public Information Officer (PIO) or designated representative begun developing a report or statement to local media and press? Is the PIO communicating with organization leadership? Has a Crisis Communications Plan been instituted and initiated?
    - Yes  - No

The actions listed on these pages represent business continuity best practices found in numerous texts and online sources. They are intended as guidelines only.