TEMPEST RISK MANAGEMENT LLC

Business Readiness Checklist

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Authored by Andy Ziegler, CBCP

BUSINESS READINESS CHECKLIST

This checklist can be used to help ensure a sufficient state of readiness for your company. The differences in business needs can vary greatly so use your best judgement or consult a certified business continuity professional to determine what your level of readiness should be for each category.

1.1 High level planning tasks

Task	Completed (Y/N/NA)
Documented business continuity plan (BCP) updated within the last year	
Business Impact Assessment completed for BCP which includes evaluating the potential, risk and mitigation in place for any type of hazard, natural, cyber or man made.	
Identify critical external resources and document their contact information and engagement protocols in the business continuity plan and/or quick reference guide: • Insurance agencies • Landlord/leasing company • Suppliers • Clients • Legal council • Local and national law enforcement • Environment, regulatory, workplace safety and other relevant government agencies	
Critical functions identified within the business and assets/resources required to perform each function	
Critical assets and resources identified	
Replacement source for all critical assets identified	
Ensure sufficient stocks for all critical assets are in place	
Critical suppliers identified	
Replacement source for all critical suppliers identified	

Contact critical suppliers and request a copy of their business continuity plans. Review to ensure they meet minimum standards here or engage a certified business continuity professional.	
Business Continuity Team members identified (including outside resources such as insurance, legal council, major clients, etc)	
Develop pre-plans for likely or high threat hazards to your business	
General and situation specific recovery plans including a separate IT Disaster Recovery plan if a tech heavy company	
Audit, test and exercise your business continuity program on a bi-annual basis (ie table top exercise, walkthrough, live fire exercise, etc)	

1.2 Staffing

Task	Completed (Y/N/NA)
Determine which, if any, critical functions can be performed virtually	
Develop a virtual operations plan for all critical functions, if possible	
Develop an HR remote working policy to ensure the integrity of company assets, data and work force compliance to applicable regulations.	
Ensure employees have the resources to be able to operate virtually for short/mid and long term periods	
Test virtual resources by having employees work virtually at least once a month	
Perform an after action review after each virtual work day and have employees document any challenges they faced.	
Develop a process improvement plan from this feedback and ensure tasks are completed.	
Identify key leadership roles and develop a succession plan ensuring awareness and cross-training protocols exist. (See Tempest Risk Management to develop a formal succession plan if one does not exist)	
Ensure standard operating procedures (SOP's) are documented and readily available for all critical functions in the company	
Develop employee training where applicable such as: • Business continuity	

• Virtual operations • Shelter in place • Workplace safety • Active shooter	

1.3 Critical infrastructure/IT

Task	Completed (Y/N/NA)
Analyze power consumption needs and ensure sufficient backups exist in the form of generators, UPS power supplies, or relocation plans	
Determine internet access needs and that sufficient redundancies are in place (ie multiple ISPs or for small business, use cell phone hot spots)	
Determine water, gas and other utility needs and redundancies are in place if feasible	
Ensure all company IT infrastructure and data is sufficiently protected from cyber attack	
Ensure all company data is sufficiently backed up (recommend daily snapshot for 7 days, weekly snapshot for 6 months, monthly snapshot for 2 years)	
Develop an IT Disaster Recovery plan in the event that core it systems or data are compromised and needs to be rebuilt/deployed	
Test full IT Disaster Recovery annually. Document the process and results and develop a process improvement plan	

1.4 Communications

Task	Completed (Y/N/NA)
Develop an employee emergency communications plan utilizing technology where appliable (ie text groups, group text services, email, etc) • Sources of communication • Methods of communication • Internal vs external	

- Pre written key messages - Frequency of updates	
Test emergency communications protocols at least annually for all employees	
Develop an external communications plan to notify and engage with key clients, suppliers, authorities and other third parties in the event of a disruption. Clearly document roles and responsibilities	
Test virtual resources by having employees work virtually at least once a month	

WHERE DO YOU STORE YOUR POLICIES AND PROCEDURES?

CAN YOUR EMPLOYEES EASILY ACCESS THEM AT ALL TIMES

MANANGE YOUR OPERATIONS

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The Tempest Gateway is a **User Friendly & Customizable** mobile operations platform for your business.

With a web interface and companion mobile apps, your business is always in the palm of your hand.

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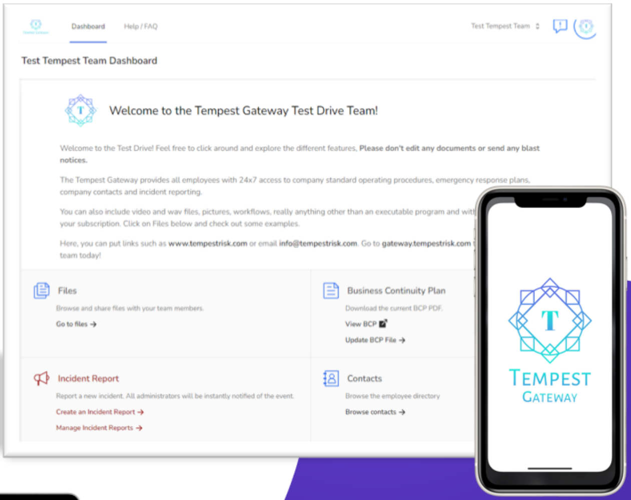

Dashboard Help / FAQ Test Tempest Team

Test Tempest Team Dashboard

Welcome to the Tempest Gateway Test Drive Team!

Welcome to the Test Drive! Feel free to click around and explore the different features, **Please don't edit any documents or send any blast notices.**

The Tempest Gateway provides all employees with 24x7 access to company standard operating procedures, emergency response plans, company contacts and incident reporting.

You can also include video and wav files, pictures, workflows, really anything other than an executable program and wit your subscription. Click on Files below and check out some examples.

Here, you can put links such as **www.tempestrisk.com** or email **info@tempestrisk.com**. Go to **gateway.tempestrisk.com** team today!

Files

Browse and share files with your team members.

Go to files →

Business Continuity Plan

Download the current BCP PDF.

View BCP

Update BCP File →

Incident Report

Report a new incident. All administrators will be instantly notified of the event.

Create an Incident Report →

Manage Incident Reports →

Contacts

Browse the employee directory

Browse contacts →

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Operational Resilience Solutions

At Tempest, we specialize in improving business operations by identifying our clients needs and helping them become more resilient.

3 Ways to Improve Operational Resilience:

- Tempest Gateway Ops Platform
- Business Continuity Planning
- SOP's and Operations Manuals

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info@tempestrisk.com

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(302) 598-8027

Schedule Meeting

Pick a Date & Time