# Business Continuity Plan (BCP) Checklist

***NOTE:*** *This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.*

#### Company Name:

#### Risk Assessment:

* Identify potential natural disasters  
  *(e.g., floods, fires, earthquakes)*
* Identify potential man-made disasters  
  *(e.g., cyberattacks, power outages, supply chain disruptions)*
* Evaluate risks specific to remote teams   
  *(e.g., cybersecurity, system outages)*
* Assess third-party risks  
  *(vendors, contractors, suppliers)*

#### Business Impact Analysis (BIA):

* Identify critical HR functions (payroll, employee communication, benefits).
* Evaluate time sensitivity of each HR function (what must continue without interruption?).
* Determine which processes can be delayed or rescheduled.
* Identify backup systems or processes for key HR functions.

#### Business Impact Analysis (BIA):

* Designate a Crisis Management Team.
  + HR Lead
  + IT/Systems Support
  + Communications Lead
  + Safety Officer
* Identify backup staff for critical roles.
* Assign specific disaster response responsibilities   
  *(e.g., payroll, safety, communication)*

#### Communication Plan:

* Create an emergency contact list (phone, email, messaging platforms).
* Develop pre-written communication templates for crisis situations.
* Determine communication frequency during the event (daily, bi-daily).
* Set up communication channels (email, phone, messaging apps).
* Create an external communication plan (clients, vendors, stakeholders).
* Develop social media guidelines for crisis communication.
* Prepare a template for press releases (if necessary).

#### Employee Safety and Wellbeing:

* Establish evacuation procedures for in-office and remote employees.
* Create workplace safety protocols (if operating in-office).
* Provide access to mental health support   
  *(e.g., EAPs, counseling services)*
* Offer flexible work arrangements  
  *(e.g., remote work, flexible hours)*
* Communicate available employee support resources.

#### Payroll and Leave Management:

* Identify backup payroll processing system (cloud-based, third-party vendor).
* Pre-approve disaster-related leave requests to avoid payroll delays.
* Implement disaster-related leave options   
  *(e.g., emergency leave, sick leave)*
* Track attendance and absence during the disaster period.

#### Technology and System Backup:

* Verify that HR software, payroll, and benefits management are cloud-based and accessible remotely.
* Ensure all critical HR systems are secure and backed up regularly.
* Review recovery procedures for IT systems and HR platforms.
* Test remote access to HR systems for employees.

#### Remote Work Considerations:

* Ensure remote work tools are in place   
  *(e.g., video conferencing, cloud storage, messaging platforms)*
* Confirm access to IT support for remote employees.
* Implement cybersecurity protocols   
  *(e.g., VPNs, password management tools)*

#### Recovery and Restoration:

* Plan for the recovery of critical HR functions (payroll, leave management, communication).
* Establish procedures to support employee reintegration after the disaster (remote or in-office).
* Provide support for employees affected by the disaster.
* Initiate morale-boosting activities and employee engagement programs post-crisis.

#### Testing and Plan Updates:

* Schedule periodic disaster drills and table-top exercises.
* Test communication systems (email, messaging platforms, phone trees).
* Review and update the BCP annually or after significant business changes.
* Collect feedback from past incidents and adjust the plan accordingly.

#### Additional Considerations:

* Review insurance coverage related to disaster and business interruption.
* Ensure the BCP complies with legal and regulatory requirements (data protection, employee rights).
* Assess BCP alignment with vendors and partners.

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***NOTE:****Please remove the following when using this checklist.*

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