

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: _____

1. 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)
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2. 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.
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3. 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)

4. 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).
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5. 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.
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6. 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.
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7. 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.

8. 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)
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9. 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.
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10. 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.
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11. 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.

NOTE:

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