

Public–Private Partnership Continuity Planning Document

The sample checklist below lists areas an organization should consider when making business continuity plans. Regardless of whether the organization is planning for effective information sharing and communication, or deciding on how to share resources and capabilities, there are common issues that must be considered if the effort is to be successful.

Business Preparedness/Continuity "A BCM standards base management systems approach"	Do you have a standard approach or plan?
Leadership and Commitment	
Program Coordinator	
Program Committee	
Program Administrator	
Performance Objectives	
Laws & Authorities	
Finance & Administration	
Records Management	
Planning & Design	
Risk & Vulnerability Assessment	
Business Impact Analysis	
Incident Prevention	
Mitigation	
Planning Process	
Common Planning Requirements	
Resources Management	
Mutual Aid & Assistance	
Communications & Warning	
Operational Procedures	
Emergency Response	
Business Continuity & Recovery	
Crisis Communications, Public	
Information & Education	
Incident Management	
Emergency Operation Center (EOC)	
Training & Education	
Testing & Exercises	
Program Improvement	
Program Review	
Corrective Action	