

Risk Control Bulletin

Disaster Recovery Self-Assessment Checklist

RISK CONTROL



Question	Yes	No	Unknown
Risk Identification			
1. Have all foreseeable, potential loss exposures and sources of disaster been identified?			
2. Did a broad-based team representing all aspects of the company participate in the risk identification process?			
Risk Assessment			
1. Were identified loss exposures categorized and quantified?			
2. Was a matrix developed to help prioritize loss exposures?			
3. Were control measures and their projected costs identified?			
4. Was a business decision made as to what risks require financing options?			
5. Were interdependencies between business units identified and evaluated?			
6. Were just-in-time manufacturing and delivery models included in the assessment?			
7. Was the impact of vendors, suppliers, and utilities considered and evaluated (contingent business interruption)?			
Disaster Recovery Planning and Preparation			
1. Has an emergency response/disaster recovery team been established?			
2. Are the roles and responsibilities of employees associated with the Disaster Recovery Team clearly defined?			
3. Has the chain of command on the disaster recovery team been firmly established?			
4. Has an Emergency Operations Center been identified?			



Question	Yes	No	Unknown
Disaster Recovery Planning and Preparation — Continued			
5. Are communication methods (including alternates and back-up systems) identified and is equipment available?			
6. Is there a current emergency contact list with names and telephone numbers listed?			
7. Has a list of suppliers and customers, with their phone numbers, been established?			
8. Is a preferred vendor list in place?			
9. Have mutual aid organizations been identified and contractual arrangements been made?			
10. Have emergency evacuation, search and rescue procedures been developed?			
11. Have detailed diagrams of the facility and surrounding area, showing all critical facilities and access/escape routes, been developed?			
12. Have employees been trained on all emergency procedures?			
13. Does your plan address each of the identified loss exposures and sources of disaster?			
14. Have incident-specific procedures been developed for identified types of incidences that can occur?			
15. Are back-up computer records and other important documents maintained?			
16. Has psychological counseling been arranged for employees following a crisis?			
17. Have risk control and mitigation measures been upgraded, as needed, for identified loss exposures?			
18. Do response plans meet OSHA, EPA and other governmental requirements?			
19. Is your disaster recovery plan in writing?			
20. Has the Disaster Recovery Team been trained on all aspects of the plan?			



Question	Yes	No	Unknown
Recovery			
1. Have recovery priorities been built into the plan?			
2. Have different scenarios been considered?			
3. Have insurance options been fully considered?			
4. Has necessary contact been made with customers, suppliers, business partners, etc.?			
5. Are arrangements in place to establish alternate work locations?			
6. Have arrangements been made to contract out critical manufacturing processes?			
Plan Implementation and Testing			
1. Have all parties involved with the plan received initial and ongoing training?			
2. Have table top exercises been performed to evaluate thoroughness of the plan?			
3. Have team members been trained using walk-through drills (simulation testing)?			
4. Have public agencies been included in walk-through drills?			
5. Is the plan being updated based on “lessons learned” and “mistakes made” during testing/ drills?			

The information, examples and suggestions presented in this material have been developed from sources believed to be reliable, but they should not be construed as legal or other professional advice. CNA accepts no responsibility for the accuracy or completeness of this material and recommends the consultation with competent legal counsel and/or other professional advisors before applying this material in any particular factual situations. This material is for illustrative purposes and is not intended to constitute a contract. Please remember that only the relevant insurance policy can provide the actual terms, coverages, amounts, conditions and exclusions for an insured. All products and services may not be available in all states and may be subject to change without notice. CNA is a registered trademark of CNA Financial Corporation. Copyright © 2010 CNA. All rights reserved.