

**OSHR Safety Items Checklist for Inclusion in
 State Agency/University Business Continuity Plan (BCP) or Continuity of Operations Plan (COOP)**

Agency/Division:

Employee Completing Form:

Date of Form Completion:

Does BCP or COOP Plan address:	YES	NO	If "NO", describe action needed for inclusion
Management			
Emergency coordinator and/or team identified and has defined roles and responsibilities for preparedness and relocation planning.	<input type="checkbox"/>	<input type="checkbox"/>	
Essential employees identified as well as other critical inputs (e.g., raw materials, suppliers, sub-contractor services, products, logistics, safety, security) required to maintain business operations by location and function during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Employees know where to access reliable emergency information from community public health, emergency management, and other sources including sustainable links to websites.	<input type="checkbox"/>	<input type="checkbox"/>	
Agency HR policies allow for employee absences during an emergency due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.	<input type="checkbox"/>	<input type="checkbox"/>	
Agency HR policies cover employee compensation and sick-leave absences unique to an emergency (e.g., non-punitive, liberal leave) and establish process to set guidelines regarding when previously ill person who is no longer infectious may return to work after illness.	<input type="checkbox"/>	<input type="checkbox"/>	
Impact and Risk Assessment			
Risk assessment has been performed to identify potential threats to business continuity.	<input type="checkbox"/>	<input type="checkbox"/>	
Considers employees and key customers with special needs and incorporates requirements of such persons in preparedness plans.	<input type="checkbox"/>	<input type="checkbox"/>	
Subject matter expert frequently reviews hazard/threat scenarios identified during the risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment of the availability and capabilities of resources for incident stabilization including people, systems and equipment is available within agency and from external sources.	<input type="checkbox"/>	<input type="checkbox"/>	
Communication			
Contact plan for quickly reaching all staff and key stakeholders (a contact cascade, SMS messaging capability, etc.) has been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	
Communication plan established with public emergency services (e.g., fire, police and emergency medical services) to determine their response time to your facility, knowledge of your facility and its hazards (waste and chemical storage areas) and their capabilities to stabilize an emergency at your facility.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency cell phones and radios have been identified and are readily available for use during events.	<input type="checkbox"/>	<input type="checkbox"/>	
Communications staff can easily disseminate programs and materials covering emergency fundamentals (e.g., relocation areas, means of transportation, relocation area set up, supply resources).	<input type="checkbox"/>	<input type="checkbox"/>	
Contingency			
Business interruption on site, plus off-site recovery in case of exclusion from main site, has been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	

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Documentation			
Scenarios likely to result in increase or decrease in demand for your products/services during an emergency (e.g., effect of restriction on mass gatherings, need for hygiene supplies, disruptions to telecommunications or transport infrastructure) are included.	<input type="checkbox"/>	<input type="checkbox"/>	
Current maps and evacuation routes are included.	<input type="checkbox"/>	<input type="checkbox"/>	
Locations and contents of on-site disaster kits are identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Contents of disaster kits are up-to-date (expiration dates are verified routinely and items replaced as needed).	<input type="checkbox"/>	<input type="checkbox"/>	
Roles and responsibilities are clearly defined (safety, security, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable alternative worksites have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Plan lists detailed actions required for:	<input type="checkbox"/>	<input type="checkbox"/>	
Activating the plan	<input type="checkbox"/>	<input type="checkbox"/>	
Assessing the incident	<input type="checkbox"/>	<input type="checkbox"/>	
Escalating the response	<input type="checkbox"/>	<input type="checkbox"/>	
Standing down	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures for the following events are included:	<input type="checkbox"/>	<input type="checkbox"/>	
Bomb Threat	<input type="checkbox"/>	<input type="checkbox"/>	
Active Assailant	<input type="checkbox"/>	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	<input type="checkbox"/>	
Tornado	<input type="checkbox"/>	<input type="checkbox"/>	
Hurricane	<input type="checkbox"/>	<input type="checkbox"/>	
Communicable Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Details of third-party agreements that would be called upon if plan is activated are included.	<input type="checkbox"/>	<input type="checkbox"/>	
Necessary collaboration with federal, state, and local public health agencies and/or emergency responders is clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	
Routine review of performance objectives is identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Testing, Training and Exercise			
All employees/contractors are fully aware and have received training on the plan's arrangements for continued operations.	<input type="checkbox"/>	<input type="checkbox"/>	
Employees with responsibilities within the plan, and their managers, have received training on their duties and expectations.	<input type="checkbox"/>	<input type="checkbox"/>	
Clear procedures exist to ensure specific employees update plan given changes in business.	<input type="checkbox"/>	<input type="checkbox"/>	
Safety staff facilitates and/or participates in required exercises.	<input type="checkbox"/>	<input type="checkbox"/>	