

14 | Point Risk Planning Checklist for Your Specific Business Operations

01. Choose an employee who will be responsible for planning and preparedness.

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02. Identify critical business activities and the employees and inputs (eg raw materials or subcontractors) required to maintain them in the event of an outbreak..

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03. Consider the possible impact of employee absences - how would you fare with 40% off ill?

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04. You may need to cross train some staff for ancillary roles.

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**05. Consider the possible impact of supply chain disruption - do you need to stockpile inventory?
Do any of your major contracts contain 'force majeure' clauses which could trigger a breach of contract?**

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06. Examine the likely impact of a pandemic on your market and on your customers' requirements

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07. Review your insurance coverage with brokers and carriers to insure adequate coverage

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08. Assess the potential financial impacts to your business using multiple potential scenarios

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09. Prepare alternatives to any business need for face-to-face meetings

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10. Understand the special needs of some employees during a pandemic

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11. Consider the financial management implications of a pandemic

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12. Examine the extent to which others will be dependent on your business in the event of a pandemic

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13. Consider the circumstances under which you might decide to scale back or suspend operations during a pandemic

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14. Test plan during an exercise or drill to assess your state of preparedness

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