

## Business Continuity and Emergency Respon Plan Alignment Checklist

No	Procedures	Status	Notes
1	How frequently do the program owners meet to discuss program issues and concerns?		
2	Have the program owners jointly met with local Emergency Response authorities to build a consensus on how events of various magnitudes can be managed best for both immediate and long-term impacts?		
3	Does the Emergency Response coordinator have sufficient influence to alter Business Continuity strategies if warranted, and vice versa?		
4	Has senior management approved a clear delineation for the responsibilities of Emergency Response versus Business Continuity in an organization?		
5	Are there concrete handoff protocols for information and external relationships as the Emergency Response phase draws down and Business Continuity increases in priority?		
6	If an Incident Management Team model is used, does the leader of the Business Continuity program have a role on the team?		