

Preparedness Checklist

The checklist below has been put together to help you track your progress against the five Preparedness Criteria.

Preparedness Criteria		Yes	No	N/A
Risk Assessment – “I know and understand the risks my business faces”				
Understanding overall risks	<ul style="list-style-type: none"> Risk assessment completed Key risks shared with landlord and neighbours 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terrorism	<ul style="list-style-type: none"> Aware of the national and local Terrorism Threat Level is and what this means for the business Specific terrorism threat assessment has been undertaken 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crime (i.e., burglary, violent crime, theft, fraud – including cyber crime)	<ul style="list-style-type: none"> Assessment of the risks to staff from crime undertaken Assessment of the risks to customers from crime undertaken Crime prevention advice received from local police team Assessment of the risk from cyber crime 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Response – “My business is able to respond quickly to an emergency”				
Evacuation Plan	<ul style="list-style-type: none"> Emergency evacuation procedures in place for the building (e.g. fire and bombs) including a choice of evacuation points? Emergency exits clearly marked and unobstructed Plan includes any queues, outside or al fresco areas or special events Procedures are regularly tested Procedures are shared with neighbouring properties 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockdown Plan	<ul style="list-style-type: none"> Dynamic Lockdown plan in place for the building Plan includes any queues, outside or al fresco areas or special events Procedures are regularly tested Procedures are shared with neighbouring properties 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety & Communications	<ul style="list-style-type: none"> There is an appointed person, and a deputy, to make decisions and take charge in an emergency Staff are able to communicate with others and stay updated in a crisis Key staff are signed up to the MPS Twitter Feed and a reliable news outlet An emergency ‘grab-bag’ is in place There are trained first-aiders who might be able to assist any injured persons 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning – “My business has a continuity plan in place and has taken sensible steps to make sure we are prepared”

<p>Business continuity plan</p>	<ul style="list-style-type: none"> • 10 Minute Business Continuity Plan in place • Staff are trained and aware of the plan • A list of key business emergency contacts is available and can be accessed remotely • The business continuity plan has been tested 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contingencies</p>	<ul style="list-style-type: none"> • Mains switches and valves are clearly labelled and staff are familiar with their locations • Staff have access to an alternative workspace or to work from home • Up to date contact information for all your staff available and can be accessed remotely • Plans in place to cover staff with critical/unique skills • A floor plan for the premises is available and can be accessed remotely • Key customers/clients have been identified and an up to date contact list for them is available and can be accessed remotely • Key suppliers have been identified and a up to date contact list for them is available and can be accessed remotely • Plans in place to cater for the loss/failure of key equipment • Alternative sources for key supplies are in place 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Informed staff – “We have staff who are trained and understand the risks and how to respond”

<p>Staff Training</p>	<ul style="list-style-type: none"> • Staff are aware of the business continuity and emergency plans • Staff have been given specific roles to do in the event of an emergency • Deputies are in place for any key roles • Staff have completed ACT counter-terrorism awareness e-learning • Security staff have completed ACT counter-terrorism awareness e-learning • The right number of staff are trained in first aid procedures • Details of emergency plans are included in staff induction processes • Plans are regularly tested and all staff have participated in these tests 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Collaboration – “We work with our neighbours so we can support each other and co-ordinate our responses”

<p>Working in Partnership</p>	<ul style="list-style-type: none"> • Contact details for your neighbouring businesses are held in case of an emergency • Neighbouring businesses have key contact details for your business • Evacuation and Lockdown plans are shared with nearby businesses and co-ordinate and complement each other, e.g. evacuation points are co-ordinated • Response plans are occasionally tested with neighbouring businesses • Risks and plans are shared between businesses in order to identify gaps and overlaps through peer challenge • Professional advice and briefings are arranged for groups of businesses • The area promotes its positive security stance in order to deter hostiles and promote public safety • Street-briefings are arranged for security staff in the area • Neighbouring businesses share details of promotions or events that may impact others 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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