

ERT ACTION CHECKLIST (TIER 4)

Document Control

Reference: BCMS DOC 8.4.4A
 Issue No: 1
 Issue Date:
 Page: 1 of 4

This is a demo version **ONLY**, buy the **FULL [ISO22301 BCMS Documentation Toolkit](#)** here.

This action checklist is designed for emergency situations; there are a number of circumstances in which appropriate action does not require the full response.

Date/time	Issue	Decision/event/action	Who
	Evacuation and calling of emergency services.		
	Calling tree – starting and managing the calling tree mechanism (Appendix 1 in the business continuity plan – BCMS DOC 8.4): maintaining a handwritten log of the calls made, responses and agreed next steps.		
	ERT office – setting up the ERT office with [Employees/Staff] and facilities.		
	Call logging – setting up and managing a mechanism to ensure that all incoming calls are logged, issues dealt with and calls returned as necessary.		
	Events - monitoring events – use of radio at each site; information from [Employees/Staff], emergency services, and others.		
	Staff – determining the whereabouts and condition of [Employees/Staff] – use of the checklists (BCMS REC 8.4.4b and BCMS REC 8.4.4c); dealing with immediate first aid and other needs; setting up		

Organisation Name

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 Company
 Logo

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Document Control

Reference: BCMS DOC 8.4.4A
 Issue No: 1
 Issue Date:
 Page: 2 of 4

Date/time	Issue	Decision/event/action	Who
	trauma counselling if required; informing next of kin.		
	Facilities – buildings, furniture, equipment – assessing damage; determining immediate and longer term needs; obtaining supplies; dealing with insurers and loss adjusters.		
	IT, telephony, data, records – determining extent of damage; setting up interim systems; planning recovery of full systems; restoring data from secure backup; recovering documents from off-site.		
	Service continuity – invoke plans for business unit services; set up disaster information line for clients; decide which other services can be kept going and to what degree; ensure services continue according to plan.		
	R&D – [describe the sorts of actions necessary at the start of an incident or emergency]		
	Production – [describe the sorts of actions necessary at the start of an incident or emergency]		
	Manufacturing – [describe the sorts of actions necessary at the start of an incident or emergency]		
	Logistics/Transport – [describe the sorts of actions necessary at the start of an incident or emergency]		
	Media - controlling and informing.		

Organisation Name

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Insert
 Company
 Logo

ERT ACTION CHECKLIST (TIER 4)

Document Control

Reference: BCMS DOC 8.4.4A
Issue No: 1
Issue Date:
Page: 3 of 4

Date/time	Issue	Decision/event/action	Who
	Finance - controlling the finances of [Organisation Name], obtaining cash, ensuring that there is sufficient accessible cash for [Organisation Name] to manage its business.		
	Salvage - obtaining help with recovery.		
	[Further issues...]		

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Document Owner and Approval

The Business Continuity Manager is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the BCMS.

The current version of this document is available to [all/specified] members of staff on the [corporate intranet] and is published [describe other/hardcopy availability].

This document is approved by the Head of Risk on the issue date shown and is issued on a version controlled basis under his/her signature.

Signature:

Date:

Organisation Name

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Insert
Company
Logo

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Reference: BCMS DOC 8.4.4A

Issue No: 1

Issue Date:

Page: 4 of 4

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	<Manager>	Xx/yy/zz

Organisation Name

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