



Broadcasters Business Continuity Checklist

Media broadcasters can experience unexpected business interruptions from power and signal failure caused from wind, ice, lightning and fire, just to name a few. Having a Disaster Plan is imperative in reducing the disruption of services. Having the ability to communicate is essential for any disaster plan. Disaster plans should be flexible to adapt to all emergencies. These plans should include preparation, response and recovery. The goal of the plan is to develop and implement strategies that ensure the continued operation of the facility before, during and after the incident. Below is an assessment checklist that can assist you in evaluating how prepared you are for an unexpected incident.

Media Station Disaster Plan Assessment Checklist

Disaster Plan

	Yes	No
Does your Disaster Plan detail how to effectively assess the impact to your facilities and recovery operations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Disaster Plan include back-up delivery methods for computer networks and other programs?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan identify key personnel necessary to carry out recovery efforts?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan include agreements to gain assistance from media outlets?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan identify equipment and suppliers such as contract engineers, construction/installation companies, fuel, and external telecommunication providers.	<input type="checkbox"/>	<input type="checkbox"/>
Is your Disaster Plan periodically reviewed and updated?	<input type="checkbox"/>	<input type="checkbox"/>
Is your Disaster Plan periodically tested and rehearsed?	<input type="checkbox"/>	<input type="checkbox"/>

Personnel

Does your Disaster Plan include a list of all employees email addresses, work, and cell numbers so management can communicate with all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan include responsibilities for key employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan include backup personnel if the primary employee isn't available or can't fulfill their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Disaster Plan include regular training for the primary and backup employees that have specific responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>

Land Transmission

Is there a backup transmitter and antenna available?	<input type="checkbox"/>	<input type="checkbox"/>
If there is a backup transmitter and antenna site, is it located away from your primary location?	<input type="checkbox"/>	<input type="checkbox"/>
Does your backup transmitter and antenna provide service to your service area?	<input type="checkbox"/>	<input type="checkbox"/>
Does your main transmission facility have backup power?	<input type="checkbox"/>	<input type="checkbox"/>
Does your backup transmission facility have backup power?	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No
Can your backup power operate long enough to implement your Disaster Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Where backup power is available does it automatically activate?	<input type="checkbox"/>	<input type="checkbox"/>
Are your backup power systems regularly tested under load?	<input type="checkbox"/>	<input type="checkbox"/>
Are your security procedures sufficient to prevent unauthorized access to the transmission facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Can your transmitter location (s) be remotely controlled from any location?	<input type="checkbox"/>	<input type="checkbox"/>
Can the transmitter locations (s) be controlled either wired or wireless?	<input type="checkbox"/>	<input type="checkbox"/>

Studio Plan

Is there an offsite backup studio?	<input type="checkbox"/>	<input type="checkbox"/>
Does your studio facility have backup power?	<input type="checkbox"/>	<input type="checkbox"/>

Reference: Media Security & Reliability Council, Local Radio Station Model Vulnerability Assessment Checklist, November 16, 2004

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