

# 2024 EMERGENCY PREPAREDNESS CHECKLIST:

## STAY READY, STAY SAFE

### CYBERSECURITY AUDIT

Priority: High

Action: Update security policies bi-annually; conduct quarterly vulnerability assessments.

Status:  In Progress  Completed

### EMPLOYEE TRAINING

Priority: Essential

Action: Bi-annual cyber threat training; annual emergency response drills.

Status:  In Progress  Completed

### DATA PROTECTION

Priority: Critical

Action: Daily data backups; implement end-to-end encryption.

Status:  In Progress  Completed

### RISK ASSESSMENT

Priority: Medium

Action: Annual risk evaluation; review insurance coverages semi-annually.

Status:  In Progress  Completed

### BUSINESS CONTINUITY PLANNING

Priority: High

Action: Create and test a business continuity plan quarterly.

Status:  In Progress  Completed

## CLIMATE CHANGE ADAPTATION

Priority: Essential

Action: Integrate climate considerations into all new projects.

Status:  In Progress  Completed

## COMMUNITY ENGAGEMENT

Priority: Medium

Action: Establish partnerships with local emergency services.

Status:  In Progress  Completed

## COMMUNICATION SYSTEMS

Priority: Critical

Action: Implement a mass notification system; regular communication drills.

Status:  In Progress  Completed

## SUPPLY CHAIN DIVERSIFICATION

Priority: High

Action: Develop alternative supplier contacts; conduct bi-annual supply chain reviews.

Status:  In Progress  Completed

## HEALTH AND SAFETY MEASURES

Priority: Essential

Action: Maintain a stocked emergency kit; provide access to mental health support.

Status:  In Progress  Completed



Need a customized solution?

Contact Regroup for a resilient emergency preparedness strategy tailored to your needs.