

Best Practices Civil Unrest Planning Checklist

Planning Considerations	Yes/ Done	No/ TBD	N/A	Action Needed
1. Develop a company plan for civil unrest, including reporting, evacuation procedures, and shelters in-place for each location potentially impacted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Establish a crisis management team made up of key functions, including senior leadership, security, human resources, legal, facilities, risk management, and communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Crisis management team should consider the site level, country level, regional level, and executive responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Determine under what circumstances the crisis management team should adjust operating status or close locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Establish a formal method of communication to inform employees on the status of operations throughout periods of unrest. Consider organization/campus wide notification systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Consider employee travel monitoring and alert systems that can have employees report back if they are safe and show them potential issues in their area to avoid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Where applicable, reconfirm employee and next-of-kin contact details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Maintain a list of emergency services phone numbers, websites, and news stations to have up to date information regarding civil unrest locations and orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Establish provision of crisis management or security consultants with 24/7 contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Develop a formal plan to transfer work to alternate locations where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Train new staff in civil unrest and emergency protocols during orientation and existing employees when the plan is updated or at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Follow the social media sites of law enforcement, government, and reliable media outlets to ensure your business has the latest available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Business Continuity	Yes/ Done	No/ TBD	N/A	Action Needed
13. Consider exercising your existing notification and response plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Consider testing alternate working locations or working from home at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Review provision of temporary protections to sensitive equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Secure key records, documents, and data backups off-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Ensure applicable employee support services are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Consider a phased re-occupation and reactivation of exposed locations following location reviews by security and facilities staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Property Security	Yes/ Done	No/ TBD	N/A	Action Needed
19. Conduct a physical vulnerability assessment on all property locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Establish "enhanced" security procedures to protect staff and control access to buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Inspect and test burglary and fire systems. Ensure they are communicating with alarm monitoring services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Where allowed, verify that video surveillance is operating normally, with recording or monitoring confirmed. Confirm that the system is protected from damage or tampering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Lock all inside and exterior doors when the facility is unoccupied. Keep doors to unused areas closed and locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Secure access to the roof including ladders, roof hatches, skylights, ventilator openings, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Establish protective measures for vulnerable windows and doors to prevent glass breakage building access. Have pre-prepared supplies on hand to secure any broken glass windows or doors. Have backup locking mechanisms for any potential entry ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Ensure retail locations secure roll down doors and shutters nightly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Consider turning off interior lighting and leaving exterior lighting on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Where feasible, move elevators to upper floors and lock them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Make sure you have a full understanding of critical utilities servicing the building and have mitigation measures in place to protect against disruptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Ensure sprinkler systems are in an operable condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Safety	Yes/ Done	No/ TBD	N/A	Action Needed
31. During violent or potentially violent unrest, avoid police stations (unless seeking aid), government buildings (including embassies), fast food restaurants, and banks. These types of institutions can often be a target.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Keep a safe distance from large, unpredictable crowds – demonstrations or political rallies - and avoid commotions on the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. If you know of an event ahead of time, plan routes that avoid affected areas. Road closures and traffic delays are possible. Give yourself extra time to travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. If curfews are imposed, strictly observe regulations, and monitor media for immediate updates to the situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Consider available facilities and sentiments. Tensions run high during labor strikes. Many businesses close during general strikes, and public transportation does not run.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Unlicensed (or rogue) taxis and buses may offer service but should be avoided, as they could be targeted for violence. Maintain a low profile and avoid using any form of public transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Plan ahead. Where there is the potential for long-term civil unrest, ensure you have adequate cash, and a supply of essential items such as water, food, and medicine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Considerations:

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