

PROLONGED DISRUPTION AND RECOVERY PLANNING CHECKLIST

Purpose

This checklist supports building teams to plan for incidents that last longer than expected (hours to days) and to manage a safe and effective return to normal operations.

It helps you consider how to:

- Maintain safe operations during a disruption
- Support occupants and staff over time
- Manage reduced/altered building functionality
- Plan for a safe and structured return to normal operations

Instruction Notes

- Use this checklist to review whether your building or site is prepared for a disruption that may last for hours or days, and for the recovery period afterwards.
- Work through each section in order and answer each prompt with “Yes” or “No”.
- Use the notes column to record gaps, actions or anything that needs follow-up.
- Start by checking whether the likely disruption scenarios, impacts and dependencies are clearly understood by the building management team and relevant stakeholders.

SCENARIO AWARENESS

Prompt	Y/N	Notes
Have prolonged disruption scenarios been considered? (e.g. power outages, flooding, system failure)		
Are potential causes and impacts understood?		
Are dependencies on critical services identified? (e.g. power, water, communications systems, internet connectivity, transport)		

ONGOING OPERATIONS (Hours to Days)

Prompt	Y/N	Notes
Is there a plan for extended disruptions? (<i>hours/days</i>)		
Is it clear who is responsible for key decisions during prolonged disruptions?		
Are arrangements in place to adapt plans as the situation evolves?		
Are contingency arrangements in place? (<i>e.g. backup power, alternative access</i>)		
Are staffing and resourcing considerations addressed?		
Can the building/site operate in a reduced or altered state if needed?		

PEOPLE & WELFARE

Prompt	Y/N	Notes
Are occupant welfare needs considered?		
Are the needs of people who may require additional assistance identified and supported? (<i>e.g. people with disability, health conditions or other support needs</i>)		
Are arrangements in place for extended occupancy or restricted access?		
Are staff wellbeing and fatigue considered?		

COORDINATION

Prompt	Y/N	Notes
Can information be shared during extended incidents, including communication outages?		
Can coordination occur with emergency services and external agencies during extended incidents?		
Are there arrangements in place for sharing resources if required? (e.g. welfare support such as food or vouchers)		

RECOVERY PLANNING

Prompt	Y/N	Notes
Are criteria defined for returning to normal operations?		
Are inspections or safety checks required before reoccupation?		
If applicable, is there a plan for staged reopening?		
Are communication plans in place for reopening?		

POST-INCIDENT & IMPROVEMENT

Prompt	Y/N	Notes
Will a debrief be conducted after the incident?		
Are lessons learned captured?		
Are actions tracked/ followed up?		

POST-INCIDENT & IMPROVEMENT (Continued)		
Prompt	Y/N	Notes
Are findings shared where relevant?		