



**Association de développement
professionnel pré-scolaire du Québec**

**Quebec Association for Preschool
Professional Development**

Business Continuity Plan

Table of Contents

- Contingency Phases
- Action Checklist for Mitigation/Prevention
- Action Steps
- Action Checklist for Preparedness Activities
- Identify and involve stakeholder
- Determine what crises the plan will address
- Define roles and responsibilities.
- Develop methods for communicating
- Obtain necessary equipment and supplies.
- Prepare for immediate response
- Develop accountability and children release procedures
- Practice.
- Address liability issues
- Response step 3
- Notify appropriate emergency responders
- Leadership
- Communicate accurate and appropriate information
- Levels of Responses 1-2-3-4
- Emergency Evacuation Plan
- Recovery and Resumption step
- Restoration Phase