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## Check list for dawn raids

### **1. Contingency plans**

- 1.1 Have any contingency plans been drawn up for reception, the management, IT or other departments?
- 1.2 Have the contingency plans been well-distributed throughout the company and are they accessible at all times? Have you appointed representatives and are contact persons easy to contact?
- 1.3 Have the contingency plans been discussed internally and have staff had sufficient training on how to react?
- 1.4 Are the contingency plans updated on a regular basis? Any contingency plans containing outdated telephone numbers should be put through the shredder!
- 1.5 Do you regularly update the contact data of any external consultants to be called in?

### **2. Management, staff, lawyers**

- 2.1 Can the bodies/staff authorised to represent the company be reached at any time?
- 2.2 Have staff responsibilities been clearly defined and is there a representation policy?
- 2.3 Are company spokespersons/PR department prepared for an emergency? Have you got a response strategy?
- 2.4 Have your lawyers been instructed in advance, are they able to provide assistance quickly and do they have adequate capacity? Can current telephone numbers be easily located, e.g. in a contingency plan?

- 2.5 Has there been any consultation with external advisors who are to be contacted in the event of an emergency?

**3. Archiving documents, IT**

- 3.1 In which form, where and how long are business documents archived and/or stored?
- 3.2 Is IT sufficiently prepared for a dawn raid? Have topics been separately stored on different servers/hard disks so that a “total raid” can be avoided?

Have you got a redundant system or any other solution which ensures work can be continued if the authorities access your server and the data stored on your server?

**4. Technical facilities, capacities**

- 4.1 Have you got a separate room which can be used by officials during a dawn raid?
- 4.2 Have you got sufficient photocopiers and paper at hand plus staff instructed to photocopy documents before they are seized?
- 4.3 Have you got any emergency telephone and/or emergency email system if telephones and/or IT breaks down (or is switched off by the investigation authorities) and communication by mobile phone is blocked?