

BUSINESS ASSESSMENT TOOL FOR EMERGENCY AND DISASTER PREPAREDNESS

IMMEDIATE ACTIONS TAKEN IN RESPONSE TO AN EVENT

1. Have you **accounted** for all of your employees, clients, visitors and guests? Are they safe? If not, are medical assistance or emergency services required? Have they been contacted?
 Yes No
2. Have the **families** of your employees been **accounted for**? Are they safe? What steps can your organization take to assist them in ensuring/restoring their families' immediate safety?
 Yes No
3. Are the right executives and personnel **informed of the situation** and available or enroute to manage the crisis and recover business operations? (Crisis/Emergency Response Team)
 Yes No
4. Has the **crisis or disaster been stabilized** or is the situation continuing to unfold? Have **actions been initiated** according to your crisis response or *Continuity of Operations Plan* (COOP)?
 Yes No
5. If appropriate, have measures been initiated to ensure the **immediate and long-term physical security** of key assets, facilities, equipment and resources?
 Yes No
6. Has an **internal damage assessment** been initiated to identify damage to facilities, equipment, IT systems, vital records and business processes? Are the functional managers coordinating a damage assessment for their areas of responsibility?
 Yes No
7. Has an **external damage assessment** been initiated to identify damage to local transportation and communication networks, physical access to facilities and public works and resources, such as water, sewage, electrical power, telecommunications and data systems?
 Yes No
8. If required, has your organization **initiated a shift of operations** to the alternate headquarters or base of operations in the event that you were required to evacuate your normal workplace?
 Yes No
9. Have **appropriate reports been initiated** to local and corporate authorities (e.g., Emergency Operations Center (EOC); corporate offices or regional headquarters; other civil authorities)?
 Yes No
10. Has your Public Information Officer (PIO) or designated representative begun **developing a report or statement** to local media and press? Is the PIO communicating with organization leadership? Has a *Crisis Communications Plan* been instituted and initiated?
 Yes No