BUSINESS ASSESSMENT TOOL
FOR EMERGENCIES + DISASTERS

PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

NIMSAT
NATIONAL INCIDENT MANAGEMENT SYSTEMS AND ADVANCED TECHNOLOGIES
UNIVERSITY OF LOUISIANA AT LAFAYETTE

LED LOUISIANA ECONOMIC DEVELOPMENT

PURPOSE: This brochure provides a concise, best-practices approach to assessing the preparedness of your business or organization for an emergency or disaster, and serves as a checklist for critical actions to take for response and recovery from a crisis.

Start NOW!

- **Begin** with the *easiest* actions that **improve** your organization's preparedness for, response to and recovery from disruptive events.
- Do one (1) action. Do two (2). Do three (3). Do **more** as you can.
- Do actions in **any order** you wish.
- As you implement your first action(s), pick up *additional* actions.

The important thing is to get started!

Each action you complete makes you **better** prepared and more **resilient** to bounce back after an emergency or disaster event.

University of Louisiana at Lafayette (UL Lafayette)
Abdalla Hall, 635 Cajundome Boulevard
Lafayette, Louisiana 70506 | 337-482-0600

FIND US ON THE WEB
labeoc.org

RISK ASSESSMENT WORKSHEET

Based on a scale of **1** (low) to **4** (high), calculate the risks to your organization and tally the results in the boxes to the right. NOTE: Total scores can range from a **low of 22** (1 x 1 x 22) to a **high of 352** (4 x 4 x 22)**.** Your total score should give you a good sense of the **relative risk** your entire organization faces on a daily basis. HOWEVER, the point is to use the box scores to identify the **individual vulnerabilities** you have (the 4 x 4s) and prioritize your preparedness actions based on those points of vulnerability.

CIRCLE THE VALUE THAT APPLIES	PROBABILITY	x	CONSEQUENCE	=	RELATIVE RISK
a. Fire on your property.	1 2 3 4	x	1 2 3 4		
b. Fire in a neighboring or adjacent property.	1 2 3 4	x	1 2 3 4		
c. Natural disaster: - Flooding	1 2 3 4	x	1 2 3 4		
- Hurricane	1 2 3 4	x	1 2 3 4		
- Earthquake	1 2 3 4	x	1 2 3 4		
- Severe storm (winter/summer)	1 2 3 4	x	1 2 3 4		
d. Theft of property (real or intellectual).	1 2 3 4	x	1 2 3 4		
e. Act of vandalism or sabotage.	1 2 3 4	x	1 2 3 4		
f. Terrorist attack in your area or neighborhood.	1 2 3 4	x	1 2 3 4		
g. Terrorist attack outside your community (like 9/11).	1 2 3 4	x	1 2 3 4		
h. Loss/corruption of computer files or records.	1 2 3 4	x	1 2 3 4		
i. Loss of connectivity to data or IT systems.	1 2 3 4	x	1 2 3 4		
j. Workplace accident (to customer or employee).	1 2 3 4	x	1 2 3 4		
k. Public utilities failure (power, water, sewage).	1 2 3 4	x	1 2 3 4		
l. Employee absenteeism (illness, injury, strike).	1 2 3 4	x	1 2 3 4		
m. Pandemic Influenza, "Bird Flu," SARS or epidemic.	1 2 3 4	x	1 2 3 4		
n. Long-term loss or absence of critical personnel.	1 2 3 4	x	1 2 3 4		
o. Workplace violence (involving employees).	1 2 3 4	x	1 2 3 4		
p. Product or service liability lawsuit.	1 2 3 4	x	1 2 3 4		
q. Interruption in supply or delivery chain.	1 2 3 4	x	1 2 3 4		
r. Loss of customer confidence or satisfaction.	1 2 3 4	x	1 2 3 4		
s. Market failure, recession or other economic crisis.	1 2 3 4	x	1 2 3 4		
TOTAL					

QUICK BUSINESS CONTINUITY RISK ASSESSMENT

The next two (2) pages provide a *Risk Assessment Worksheet* that helps you identify and prioritize the risks to your organization. Scores are relative based on the **risk equation** provided plus your **professional experience judgment** and your organization's overall **resilience**.

1. Within the last **five (5) years**, has your business or organization experienced an incident that caused a loss of work, damages to assets or an interruption in normal operations? If you have not had an incident, has your organization **conducted** or **participated** in a **disaster exercise** based on a scenario that resulted in simulated casualties like those described above?

☐ Yes ☐ No

2. Has your organization conducted or participated in a **formal risk assessment** to identify the **vulnerabilities, hazards** and **threats** to the *continued* operations and *long-term* viability of your organization or business? If so, was the assessment conducted by one of the following:

a. A **professional** organization or individual contracted to conduct the assessment?
b. An individual on your **staff** designated as the crisis manager or disaster coordinator?
c. A **team** comprised of senior members from functional elements of your organization?

☐ Yes ☐ No

3. Risk is often defined as "the likelihood that an **adverse** event may occur and the **impact** if it does" and is sometimes described by the "equation"

RISK = PROBABILITY OF OCCURRENCE x CONSEQUENCE

Using the *Risk Assessment Worksheet* **on the next page**, rate the risks posed to **continuity** of operations, **profitability** or **survival** of your organization or business.

4. **Based on your responses to the above questions and the scores from the** *Risk Assessment Worksheet*, **how would you prioritize your organization's preparedness for a disaster or emergency? Where should you put your resources (time, talent, attention and funding) to improve your organization's resilience?**

_____

_____

_____

_____

_____

The actions listed on these pages represent **business continuity best practices** found in numerous texts and online sources. They are intended as **guidelines** only.

BUSINESS ASSESSMENT TOOL FOR EME

ACTIONS TAKEN TO PREPARE BEFORE AN EVENT

Actions to improve the resilience of your business against disasters and prevent losses that could affect immediate profitability or long-term viability.

1. Does your organization have a **plan** for contacting employees to **verify** their safety and **inform** them of an incident and the **actions** to be taken in the event of an emergency?

☐ Yes ☐ No

2. Does your organization **provide training, resources, plans** or **assistance** to employees to help them **prepare** their families for **disasters** or **emergencies** that could affect them?

☐ Yes ☐ No

3. Does your company maintain a **backup copy** of its **important files** or information like financial accounts and records at some location other than the regular place of business?

☐ Yes ☐ No

4. Does your organization have a **written plan** for **handling workplace emergencies** such as a small fire, bomb threat, workplace violence or emergency evacuation?

☐ Yes ☐ No

5. Does your organization have a *Continuity of Operations Plan* (COOP) for maintaining operations and recovering from **large-scale** damage such as a fire, tornado, hurricane or flooding?

☐ Yes ☐ No

6. Does your organization have a **designated preparedness manager**, COOP or **emergency response coordinator**? If so, has that individual received formal training?

Designated individual: ☐ Yes ☐ No

Qualified through **training**: ☐ Yes ☐ No

7. Has your organization identified a **route** for the **emergency evacuation** of employees with a **rendezvous point** or **call-in telephone number** to account for them after they evacuate?

☐ Yes ☐ No

8. Has your organization conducted any **training sessions** for your employees or members in **emergency response measures, evacuation** or **workplace disaster preparedness**?

☐ Yes ☐ No

9. Does your organization have an **alternate headquarters** or base of operations in the event that you must **evacuate** your normal workplace for some period of time?

☐ Yes ☐ No

10. Does your organization **coordinate with a partner**, with other businesses or with members of a local group for emergency preparedness or COOP planning or training?

☐ Yes ☐ No

The actions listed on these pages represent **business continuity best practices** found in numerous texts and online sources. They are intended as **guidelines** only.

FIND US ON THE WEB
labeoc.org

RGENCY 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

The actions listed on these pages represent **business continuity best practices** found in numerous texts and online sources. They are intended as **guidelines** only.

FIND US ON THE WEB
labeoc.org

RECOMMENDED ACTIONS TO RECOVER BUSINESS OPERATIONS AFTER THE EVENT

1. Have all **key personnel** necessary for the resumption of business functions **reported** back to work? Have provisions been initiated or made for replacement of those who have not or cannot?

☐ Yes ☐ No

2. In the event of fatalities or serious injuries, have **Crisis Intervention Teams** or counselors been **engaged** to assist affected employees, their families and members of the organization?

☐ Yes ☐ No

3. Are the **longer-term needs** of affected families being **addressed** (e.g., volunteer day care; temporary shelter, clothing, staples and food; transportation to or from work)?

☐ Yes ☐ No

4. Have the organization's insurance agents been on site and have **claims** been **initiated**? Has disaster unemployment insurance been initiated for those employees requiring it?

☐ Yes ☐ No

5. Has an ongoing **liaison been established** with local elected officials and organizations such as the Chamber of Commerce and Economic Development Council?

☐ Yes ☐ No

6. Have appropriate **contacts** been made to permitting **agencies** responsible for issuing permits for debris clearance, electrical power restoration, building inspection and access?

☐ Yes ☐ No

7. Has a **liaison** been **established** with other local affected businesses to receive or contribute assistance as appropriate? Have similar requests been initiated of corporate headquarters?

☐ Yes ☐ No

8. If the region received a State or Federal **disaster declaration**, has a liaison been established with appropriate government authorities (in particular, FEMA) and claims initiated?

☐ Yes ☐ No

9. If activated, is the alternate headquarters or *Continuity of Operations Plan* (COOP) site proving **adequate** for immediate and long-term **sustainment** of business operations? Are additional resources or facilities required?

☐ Yes ☐ No

10. Have **core business functions** been **restored** in accordance with the organization's emergency response or COOP? Have **all** core functions been restored?

☐ Yes ☐ No

The actions listed on these pages represent **business continuity best practices** found in numerous texts and online sources. They are intended as **guidelines** only.

FIND US ON THE WEB
labeoc.org