



Questions of Readiness

1. Have you conducted a vulnerability or risk assessment in the last 12 months? Where are you susceptible to disruption and/or damage?
2. Who is on your Emergency Response Team?
3. Who is on your Crisis Management Team?
4. What is your official Chain of Command down to the 6th level?
5. What is in your Emergency Kits?
 - a. Flashlights
 - b. Portable radios
 - c. Fresh batteries
 - d. Whistle or air-horn
 - e. Walkie-Talkies - all set to the same channel
 - f. First Aid supplies
 - g. Bottled water
6. Do you have NOAA Weather Radios?
7. How frequently do you refresh the contents of your First Aid and Emergency Kits?
8. Do you have an up to date Evacuation Plan?
9. Do you have an up to date Shelter in Place Plan?
10. Do you have an up to date Communications Plan? Does it cover:
 - a. Staff
 - b. Customers / Guests
 - c. Your leadership – Board, Senior Management, etc.
 - d. Media
11. Do you know your primary and secondary evacuation routes?
12. How will you handle the movement of staff, guests, and customers should transportation be disrupted?
13. Can you accommodate the safe shelter in place of all your staff & guests? If so, where?
14. Do you have the necessary supplies, food, water, etc. to accommodate your staff/guests during a shelter in place?
15. Do you have sufficient medically trained personnel and facilities available?
16. How will you handle people with special needs?
 - a. Physical disabilities
 - b. Impaired hearing or sight
 - c. Pregnancy
 - d. Elderly



17. Have you conducted drills to determine how long it will take to:
 - a. Evacuate
 - b. Shelter in place
18. Do you have a Staff Information Packet to provide essential information on your readiness plans, policies, and procedures? This should set expectations of how you will respond and what is expected of your staff.
19. How will you protect your vital records?
20. What are your policies and procedures regarding security?
21. At what point will you fill up your vehicles, generators, etc. with fuel?
22. Where do you turn for official and up to date on severe weather or other major disasters?
23. What are your procedures for providing readiness training for staff?
 - a. Frequency of the training
 - b. Types of training – exercises, drills, awareness training, etc.
 - c. First Aid, CPR, CERT
24. When was the last time your insurance coverage was reviewed? Is your coverage appropriate and sufficient?
25. Do you have cash & credit cards on hand for emergency purchases?
26. Have you established mutual aid agreements with other area businesses and resources?
27. Have you established relationships with your local first responders?
 - a. Police
 - b. Fire Department
 - c. County & State Emergency Management Agencies
28. Have you relocated or re-designed critical facilities to get them out of harm's way?
29. Have you modified your building's architecture to make it less susceptible to damage?
30. Do you have backup / redundant communications, power, and other critical utilities?
31. Are your computer systems backed up and protected?
32. Have you installed quick disconnect fittings for electrical, hydraulic & plumbing lines?
33. Do you have sufficient materials available to secure vulnerable windows and doors in the event of severe weather?
34. Can any hazardous materials in the facility be safely and easily secured?
35. Are you prepared to provide transportation for your staff to and/or from an evacuation shelter or their residences?
36. Will you conduct a post-disaster review of your awareness, preparation, mitigation, response, and recovery efforts?
37. What will you do to improve your efforts before the next "disruption"?