



Readiness Assessment

How Prepared Is Your Business for an Emergency?	Yes	No	Unsure
1. Does your business know what kinds of emergencies might affect it – both internally and externally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your business have a written, comprehensive emergency plan in place to help ensure your safety and take care of employees until help can arrive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your business created and practiced procedures to quickly evacuate and find shelter in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your business created a communication plan to communicate with employees in an emergency? (Examples include set up a telephone call tree, password-protected page on the company Web site, e-mail alert or call-in voice recording, and a contact list that includes employee emergency contact information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your business talked with utility service providers about potential alternatives and identified back-up options?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has your business determined operations that need to be up and running first after an emergency and how to resume key operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your business created a list of inventory and equipment, including computer hardware, software, and peripherals (such as backed up/protected records and critical data) for business continuity and insurance purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your business met with your insurance provider to review current coverage in case of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your business promote family and individual preparedness among co-workers (such as emergency preparedness information during staff meetings, newsletters, company intranet, periodic employee e-mails, and via other internal communication tools)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have emergency shutdown procedures been developed for equipment such as boilers, automatic feeds or other operations that can not simply be left running in an emergency evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has your business worked with your community on emergency planning efforts and helped to plan for community recovery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Readiness Results

Count your number of “Yes” responses to calculate a score. Your score is a **general reflection** of how much you know about emergency planning efforts at your business and/or how prepared your business may be for an emergency.

- If you have 8-11 “Yes” responses, you are well on your way to having a comprehensive and effective plan in place.
- If you have 4-7 “Yes” responses, while some aspects of your plan may be in place, you have some work to do to fill gaps.
- If you have 1-3 “Yes” responses, get started immediately on developing an emergency plan for your business. This training program is a great first step!