



CAN YOUR BUSINESS SURVIVE A DISASTER?

EMERGENCY RESPONSE PLAN CHECKLIST

 PREPAREDNESS & PLANNING		YES	NO
Process			
1	Does your organization have an emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you have a copy of the plan, or know where you can easily gain access to a copy?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you reviewed those portions of the plan that may impact you?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you had a meeting with local first responders to familiarize them with your facility?	<input type="checkbox"/>	<input type="checkbox"/>
5	After an "event" occurs, is there a system in place to capture "lessons learned"?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you have a formal evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have assembly points been designated for all employees in advance?	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a procedure in place for providing information to employees after normal business hours?	<input type="checkbox"/>	<input type="checkbox"/>
People			
9	Are roles and responsibilities of personnel during an emergency clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are backup personnel identified?	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there a designated spokesperson to address external inquiries, including media, public officials, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
12	Have you met with critical suppliers to determine what emergency response plans they have in place?	<input type="checkbox"/>	<input type="checkbox"/>
13	Have you met with critical suppliers to determine what level of support they can provide should you experience a disaster?	<input type="checkbox"/>	<input type="checkbox"/>
14	Do you have a contingency plan to continue operations if key personnel were suddenly incapacitated?	<input type="checkbox"/>	<input type="checkbox"/>
15	If the business were to cease operations, are there plans in place for an orderly shutdown or buyout agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Technology			
16	Are there protocols in place for internal and external security of paper and computer files?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there a company protocol for backing up files?	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the file backup protocol followed and then verified at least annually by management?	<input type="checkbox"/>	<input type="checkbox"/>
19	Is there off site storage of backup files?	<input type="checkbox"/>	<input type="checkbox"/>
20	Does the company have a cold site at which to set up computer operations?	<input type="checkbox"/>	<input type="checkbox"/>
21	Does the company have a hot site to go to for computer operations?	<input type="checkbox"/>	<input type="checkbox"/>
22	Does your facility have back up/emergency generation available?	<input type="checkbox"/>	<input type="checkbox"/>





PREPAREDNESS & PLANNING (CONTINUED)

YES

NO

Technology (Continued)

23	Does the plan address what to do if the facility you are located in becomes inaccessible?	<input type="checkbox"/>	<input type="checkbox"/>
24	Has a backup facility been identified?	<input type="checkbox"/>	<input type="checkbox"/>
25	Have alternate modes of communication been identified?	<input type="checkbox"/>	<input type="checkbox"/>
26	Is a set of building plans kept offsite for use in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>



PLAN ADMINISTRATION

YES

NO

27	Is the emergency response plan treated as a controlled document?	<input type="checkbox"/>	<input type="checkbox"/>
28	Is the plan reviewed at least annually for any changes that need to be incorporated?	<input type="checkbox"/>	<input type="checkbox"/>
29	Is there a specific individual or department responsible for revisions to the plan?	<input type="checkbox"/>	<input type="checkbox"/>
30	Is there a protocol in place for tracking changes in the plan?	<input type="checkbox"/>	<input type="checkbox"/>
31	Does the plan contain personnel and critical contact information?	<input type="checkbox"/>	<input type="checkbox"/>
32	Is all critical contact information accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
33	Does the plan address any legal compliance or regulatory issues that must be addressed in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>



TRAINING & IMPLEMENTATION

YES

NO

34	Has your company conducted training on the use of the plan within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
35	Has your company conducted an exercise to test the plan within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
36	Is review of the plan included as part of new employee orientation?	<input type="checkbox"/>	<input type="checkbox"/>
37	Is the plan formally reviewed and updated annually?	<input type="checkbox"/>	<input type="checkbox"/>
38	Do you know your responsibilities during an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
39	If your facility is evacuated do you know where to go?	<input type="checkbox"/>	<input type="checkbox"/>

REVIEW



Preparedness & Planning examines three areas: Process, People and Technology. Since this is the core of your plan, it's important to be very critical when reviewing these questions. If you answered "Yes" to 20 of the 26 questions in this section, your Preparedness & Planning is probably adequate to survive an emergency. Identify and work on the other areas to close the gaps.



Plan Administration addresses the need for keeping your plan a living document. If you have a plan that isn't reviewed periodically, information will be out of date and the plan will not be functional. Keeping it current will encourage personnel to use this valuable tool. Answering "Yes" to 5 of the 7 questions, would indicate adequate Plan Administration.



Training & Implementation ensures that all employees know how to use the plan and have had the opportunity to practice how they should perform in the event of an emergency. If you answered "Yes" to 4 of the 6 questions, your Training & Implementation is probably adequate to survive an emergency.



Overall, if you were unable to answer "Yes" to at least 25 of the questions presented here, you should consider dedicating some additional resources in the very near future to addressing the weaknesses identified.

