Preparedness Checklist

FOR BUSINESSES

Assess critical business functions

There are many actions that can increase the odds of a business surviving a disaster – be it a flood, fire, earthquake, cyber-event or act of terror. The first steps are to know the risks and to be prepared. Complete this scorecard to determine what critical areas are necessary to conduct business. Check the level of importance of each of the topics, then use the information to build a plan to prepare for and recover from a disaster.

How important is your business location and/or facility?

☐ **CRITICALLY IMPORTANT** – Our business location and/or facility is the only one available, or has very specific attributes that will be extremely difficult or expensive to find elsewhere.

☐ **IMPORTANT** – Alternative locations are available and appropriate for operation though they may be more expensive.

☐ **NOT IMPORTANT** – Our business can be conducted from a wide variety of locations or facilities, and alternatives are widely available and affordable.

How important is retaining your current employees?

☐ **CRITICALLY IMPORTANT** – Current employees have specialized knowledge, skills or relationships that would be difficult or impossible to replace.

☐ **IMPORTANT** – Current employees have important knowledge, skills and relationships but alternative staffing options exist that would allow operations to continue.

☐ **NOT IMPORTANT** – We can easily find other employees who have the same knowledge and skills.

How important is Information Technology to your business?

☐ **CRITICALLY IMPORTANT** – IT infrastructure is needed to access information and/or run equipment.

☐ **IMPORTANT** – IT is needed to operate our business but alternative manual operations are available until IT accessibility can be restored.

☐ **NOT IMPORTANT** – Our business does not use IT.

How important is having available inventory or product?

☐ **CRITICALLY IMPORTANT** – Inventory or product is necessary to provide means of production and/or to sell to customers.

☐ **IMPORTANT** – Alternative inventory or product is available until usual inventory or product is restored, though it may be more expensive.

☐ **NOT IMPORTANT** – Our business does not utilize inventory or product.

How important is creating a safe business/workplace?

☐ **CRITICALLY IMPORTANT** – Our business operates with employees and/or customers on site.

☐ **IMPORTANT** – We prefer to operate our business on site, but alternative sites are available and may be utilized until our primary site is safe.

☐ **NOT IMPORTANT** – Our business does not require a specific site to operate.

How important are your external suppliers and service providers?

☐ **CRITICALLY IMPORTANT** – Current suppliers and service providers are the only identified sources of the elements that are essential to our business.

☐ **IMPORTANT** – Alternative suppliers and service providers are available to the business, though the cost may be higher.

☐ **NOT IMPORTANT** – A significant number of alternative sources are available.

REDUCE LOSSES AND SPEED RECOVERY

Planning for emergencies can reduce disaster losses and speed recovery. For each of the areas you checked as **Critically Important** or **Important** on the previous page, complete the chart below.

	Complete	Started	Ongoing	Planned - High Priority	Planned - Low Priority	Not Planned
LOCATION						
Perform analysis of site risks (flood, high wind, earthquake, fire)	☐	☐	☐	☐	☐	☐
Strengthen facility to withstand risks	☐	☐	☐	☐	☐	☐
Assess insurance needs in view of site risk and secure appropriate insurance	☐	☐	☐	☐	☐	☐
Identify alternate temporary location(s)	☐	☐	☐	☐	☐	☐
EMPLOYEES						
Develop employee emergency leave policies in the event of a natural disaster	☐	☐	☐	☐	☐	☐
Provide materials and training for employees to build and maintain a two-week home emergency kit	☐	☐	☐	☐	☐	☐
Offer incentives and training to employees on preparing their homes for disaster	☐	☐	☐	☐	☐	☐
Complete assessment of employee positions that would be critical to the business during a disaster	☐	☐	☐	☐	☐	☐
Determine which emergency supplies to purchase and maintain to support employees/customers who may be on site when a disaster strikes	☐	☐	☐	☐	☐	☐
INFORMATION TECHNOLOGY						
Back up important data (off site if available) such as human resource information and/or financial records	☐	☐	☐	☐	☐	☐
Develop a contingency plan to perform work when computer systems are down	☐	☐	☐	☐	☐	☐
Pre-identify a supplier to obtain new computer equipment promptly	☐	☐	☐	☐	☐	☐
INVENTORY						
Elevate inventory (in flood hazard areas) and brace (in earthquake hazard areas)	☐	☐	☐	☐	☐	☐
Develop a contingency plan to perform work when IT systems are down	☐	☐	☐	☐	☐	☐
Pre-identify a supplier to obtain new IT equipment promptly	☐	☐	☐	☐	☐	☐
WORKPLACE SAFETY						
Identify structural weaknesses and improve strength of building	☐	☐	☐	☐	☐	☐
Secure non-structural hazards such as lighting, HVAC equipment, bookshelves	☐	☐	☐	☐	☐	☐
Offer first-aid training to employees and have well-stocked first aid kit(s) on premises	☐	☐	☐	☐	☐	☐
SUPPLIERS/SERVICE PROVIDERS						
Identify alternative suppliers or service providers	☐	☐	☐	☐	☐	☐
Add damage prevention or contingency planning requirements in contracts	☐	☐	☐	☐	☐	☐
Develop contingency plan for operating without supplier or service	☐	☐	☐	☐	☐	☐

PREPARE

Oregon is at risk from many different hazards that can result in disasters. While it is not possible to eliminate all hazards, it is possible to be prepared for them. **Visit www.oregon.gov/oem to learn more.**

KNOW THE RISKS	Flood	Wildfire	Winter storm	Earthquake
MAKE A PLAN	Employees	Infomation Technology	Work place	Inventory
TRAIN EMPLOYEES	Emergency kit	First aid	Share the plan	Talk about it
PRACTICE	Drop-cover-hold on	Evacuate	Checklist	Communications
STAY INFORMED	Alerts/Warnings	Meetings	Media	Technology
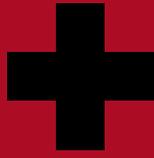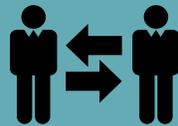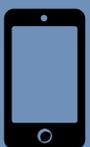
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Thanks to "Ready Utah" for permission to adapt this Scorecard for use by Oregon businesses.

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