BUSINESS ASSESSMENT TOOL FOR EMERGENCIES + DISASTERS

ARE YOU PREPARED?

Mississippi Business Emergency Operations Center
1 Mema Drive
Pearl, MS 39288
TAKE ACTION TO **PREPARE**
BEFORE AN EVENT

1. Does your organization have a plan for contacting employees to report their safety and informing them of an incident and their actions to be taken in the event of a crisis?

2. Is training, planning, resources and any assistance available to employees in order to assist them in preparing their families for disasters or emergencies that could affect them?

3. Does your company maintain additional copies of its important files or information like financial accounts and records at some locations other than the regular place of business? Are these files hard copies or available electronically?

4. Does your organization have a written plan for handling workplace emergencies such as small fires, bomb threats, workplace violence, or emergency evacuations?

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

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

   **Designated Individual**
   
   **Qualified Through Training**

7. 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?

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

9. Does the organization have an alternate headquarters or base of operations if you must evacuate your normal workplace for an extended period of time?

10. Does your organization coordinate with or partner with other business or with members of local groups for emergency preparedness or COOP planning or training?
TAKE ACTION TO RECOVER FROM AN EVENT

1. Are 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?

2. In the event of fatalities or serious injuries, have Crisis Intervention Teams or counselors engaged with the employees and theirs, their families and members of the organization?

3. Are the long-term needs of affected families being addressed? Are their resources available for those specific needs?

4. Has the organization’s insurance agents arrived on site and were their claims initiated? Has disaster unemployment insurance been initiated for those employees requiring it?

5. Has the designated liaison established long term relationships with organizations such as the state government, chamber of commerce and economic development council?

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

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

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

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

10. Are businesses being restored in accordance with the organizations emergency response or COOP?
TAKE ACTION TO RESPOND TO AN EVENT

1. Have you accounted for and contacted all of your employees, clients, visitors, and guests? Are they safe, if not, will they need any emergency assistance or medical assistance?

2. Are the families of your employees accounted for? What steps can your organization take to assist them in ensuring/restoring their families immediate safety?

3. Are the right executives and personnel informed of the situation and available or en route to manage the crisis and recover business operations?

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?

5. If appropriate, have measures been initiated to ensure the immediate and long term physical security of key assets, facilities, equipment and resources?

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?

7. Has an external damage assessment been initiated to identify damage to local transportation, communication networks, physical access to facilities and public works and resources such as water, sewage, electrical power, telecommunications and data systems?

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?

9. Have appropriate reports been initiated to state, local and corporate authorities?

10. Has your Public Information Officer or designated representative begun developing a report or statement to local media and press? Is the PIO communicating with organization leadership and has your Crisis Communication Plan been instituted and initiated?
DISASTER PREPAREDNESS AND EMPLOYEES WITH DISABILITIES

1. Has your organization sought assistance in preparing for and accommodating employees with disabilities during a disaster?

2. Does your agency emergency preparedness team understand and be aware of applicable federal state and local laws in regard to disability accommodations?

3. Does the senior staff of your organization understand and support the plan or need to make changes?

4. Are the individuals with disabilities involved in the planning process? If so, do their perspectives represent the broader views of the disability community?

5. In the ideas presented, are the views and needs brought forth disability specific? Are they aligned with procedures established by nearby agencies?

6. Are plans in place that would allow for communication with all staff and visitors to the facility, including those who are deaf or hard of hearing or may have communication difficulties?

7. In case there is consistent use of any equipment, are your employees trained on the use of the device and have regular practice sessions? Are their service animals involved and are employees trained to assist if the animal becomes hesitant or disoriented in the situation?

8. Is there a designated area available for the evacuation of mobility devices including service animals?

9. Does your organization store back up equipment and medical supplies in a secured location?

10. Does your organization have accessible modes of transportation available for individuals with disabilities during a disaster?

Special thanks to: Amber Hall, MEMA