

Thank you for registering for the Ready Business QuakeSmart Workshop. Please complete the self-assessment below prior to the workshop. Completing the self-assessment will ensure you get the most out of the exercise and interactive panel sessions.

Name: _____

Organization: _____

Identify Your Risk: *Back-to-Business Self-Assessment*

PLANNING SCENARIO

On December 1 of this year, an earthquake strikes your community and damages both the structure and the contents in the building where your organization operates. Due to damage, your building has been 'yellow tagged' during a rapid assessment by the building department and is closed. A more thorough assessment of your building damage is needed to determine if your structure is safe, or can be made safe, prior to reopening.

Due to the number of buildings damaged in your community, your building's detailed damage assessment will take place three days after the earthquake. You should assume you will not be able to access your facilities for at least three days.

Depending on your type of organization, expect that either 50 percent of your inventory (product) is unsellable, or that 50 percent of your computers or other equipment was damaged during the earthquake (choose whichever creates the greater impact on your organization). Assume that all utilities are interrupted.

Further, you should project that the disruptions will continue for one additional day. The assessment will show that the damage is repairable to the structure, so now you will need to address contents cleanup, repairs, and replacement.

Based on this scenario, complete the 13 questions on the following pages to identify your risk.

Assess Your Readiness

Based on the planning scenario, complete the 13 questions below to highlight areas that your Preparedness and Mitigation Plan and Business Continuity Plan should address.

IMPACTS ON YOUR ORGANIZATION		LIST THE ITEMS FOR EACH SYSTEM, BY PRIORITY, YOUR BUSINESS NEEDS TO OPERATE
SYSTEMS/STRUCTURE		
1. Can your organization operate without any of the following: computers, copier, fax machine, files, inventory, or special equipment (e.g. x-ray equipment, cash register, credit card readers)?	Yes/No	
2. Can your organization operate without any of the following: gas, power, water, internet, or telecommunications?	Yes/No	
3. Can you still operate your organization without access to the damaged buildings?	Yes/No	
STAFF/CUSTOMERS/VENDORS/SUPPLIERS (PEOPLE)		
4. Can you meet payroll if your business income is interrupted? If yes, estimate how long.	Yes/No	
5. Are your employees able to commute to work?	Yes/No	
IMPACT ON YOUR ORGANIZATION		
6. Is your organization easily accessible to the public, your customers, and employees (e.g. parking)?	Yes/No	
7. Are you communicating status with employees, key customers, vendors, and suppliers throughout your recovery?	Yes/No	

OPERATIONS		
8. Can your organization operate without access to the damaged building? Is temporary relocation an option?	Yes/No	
9. Have you set priorities on what operations your organization needs to recover 1 st , 2 nd , 3 rd , etc.?	Yes/No	
10. Are your suppliers up and running or do you have sufficient parts/supplies on hand to continue without resupply?	Yes/No	
11. Are you able to ship your product or provide services to your customers based on your current impacts, understanding that the demand for these products or service may drastically change?	Yes/No	
12. Do you still have all your customers/clients after the disaster?	Yes/No	
OVERALL OPERATIONS		
13. Can your organization survive losses if it is closed and or inaccessible for 3 to 7 days?	Yes/No	

For each question 1 – 13, that you answered 'No', the workshop will provide you specific information to address the affected systems in the Ready Business Preparedness and Mitigation Project Plan, or in your Business Continuity Plan.