

PREPAREDNESS SCORECARD

FOR BUSINESSES

Assess your critical business functions and plan actions to reduce disaster losses and speed recovery



ASK THE TOUGH QUESTIONS

When a disaster strikes, recovering from the impact will take time. Businesses large and small need to be prepared. The first step is to know the risks. Complete this scorecard to determine what areas of your company are critical to conduct business. Check the level of importance of each of the following topics. 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 are your mainframe or desktop computers?

- CRITICALLY IMPORTANT** – Computers are needed to access information and/or run equipment.
- IMPORTANT** – Computers are needed to operate our business but alternative manual operations are available until computers are replaced or repaired.
- NOT IMPORTANT** – Our business does not run on computers.

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?

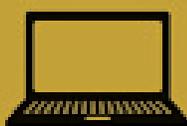
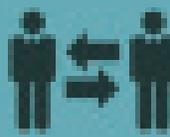
- CRITICALLY IMPORTANT** – Our business operates with employees and/or customers on site.
- IMPORTANT** – We prefer to operate our business on site, but alternative sites are available and may be utilized until our primary site is safe.
- NOT IMPORTANT** – Our business does not require a specific site 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.

PREPARE

Oregon is at risk from many different hazards that can result in major disasters, not just the “big one” such as a Cascadia Subduction Zone earthquake. While it is not possible to prevent natural disasters from occurring, 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 	Computers 	Work place 	Inventory 
TRAIN EMPLOYEES	Emergency kit 	First aid 	Share the plan 	Talk about it 
PRACTICE	Duck-cover-hold on 	Evacuate 	Checklist 	Phone Tree 
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.