



PLANNING FOR DISASTER

During the 2004 and 2005 hurricane seasons, Southern Florida experienced several severe hurricanes which interrupted some businesses and forced others to close. Many businesses have valuable inventories and most keep on-site records and files (both hard copy and electronic) which are at risk during a storm. Even access to the place of business itself may be threatened by the storm. How well are you prepared to keep your business going in the event of a hurricane, tornado or other threat to your business?

To help you to determine the vulnerability of your business in the event of a disaster, we offer the following questionnaire for evaluating your exposure. Each line should be evaluated by circling a number based on your preparedness in each question. (The larger the number the more prepared your business is)

	LEVEL OF PREPAREDNESS
<u>Facility Considerations:</u>	
1. Ability of your building to weather a category 2 hurricane	1 2 3 4 5 *
2. Post-storm accessibility to your business location	1 2 3 4 5 *
3. Post-storm accessibility to and within your business building	1 2 3 4 5
4. Electricity, water, sanitation and emergency systems availability	1 2 3 4 5
5. Ability to prevent flooding within the building	1 2 3 4 5
6. Continuity of internet access	1 2 3 4 5
<u>Personnel Considerations:</u>	
1. Employees' ease of access to area, street and building	1 2 3 4 5 *
2. Employee's conflicting responsibilities	1 2 3 4 5
<u>Business Equipment and Data Considerations:</u>	
1. Protection of electronics against electrical surges	1 2 3 4 5
2. Protection of equipment against flooding	1 2 3 4 5
3. Regular backing up of daily operating data	1 2 3 4 5 *
4. Secure on-site storage for daily operating data and backups	1 2 3 4 5 *
5. Secure off-site storage for daily and historical records	1 2 3 4 5
<u>Business Continuity Considerations:</u>	
1. Availability of bank credit line and cash reserves	1 2 3 4 5*
2. Availability of compatible replacement office equipment	1 2 3 4 5*
3. Availability of backup software and current business data	1 2 3 4 5*
4. Availability of telephone and other communication services	1 2 3 4 5*

Inventory Considerations:

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Current inventory information | 1 | 2 | 3 | 4 | 5 * |
| 2. Protection against possible storm damage | 1 | 2 | 3 | 4 | 5 |
| 3. Provision for replacement in case of loss | 1 | 2 | 3 | 4 | 5 |

Valuables Considerations:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Provision for protection or transfer of art works or valuables | 1 | 2 | 3 | 4 | 5 |
| 2. Provision for protection or transfer of valuable documents | 1 | 2 | 3 | 4 | 5 |

Business Procedures Considerations:

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Protected duplicates of phone numbers, addresses, etc. | 1 | 2 | 3 | 4 | 5 * |
| 2. Insurance coverage | 1 | 2 | 3 | 4 | 5 |
| 3. Provision of manual operation | 1 | 2 | 3 | 4 | 5 * |

Please evaluate the critical areas by adding your scores for the asterisked items. Then add the scores for the remaining items. Your score of critical items should be at least 48, with no item under 3. The remaining items should total no less than 39 to have a reasonable expectation of weathering a severe storm and maintaining continuous business operation. Any item at 2 or less should be reviewed for improvement.

We at The Business Improvement Group hope this helps you to improve your business and to avoid business interruptions in the future.

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