

Employee Readiness Test

DIRECTIONS: Place a check in front of each question you would NOT be able to answer during an emergency at your site.

EMERGENCY RESPONSE

- Who decides when to evacuate?
- Who is injured and what is their current condition?
- If you are evacuated, how will you contact the family members to let them know your employees are OK or injured?
- Who will be in charge of administering first aid?
- What emergency first aid supplies do you have?
- Where are the supplies?
- Who has special skills which can be used when the disaster strikes?
- Who has special needs?
- Where are the utilities?
- How do you shut them off?
- Who shuts them off?
- Who determines the extent of building damage?
- What hazards exist in your work environment?
- What needs to be done to protect your people from these hazards at the time of the disaster?
- What hazardous materials do you have?
- What needs to be done to protect your people from these hazardous materials after the disaster?

COMMUNICATIONS

- Who needs to be contacted?
- How do you reach them?
- What communications capabilities do you have beyond the normal telephone network?
- If there are any, how are you going to activate them?
- Who has the list of phone numbers for employees' families?
- How will employees be updated as to whether they can return to work, or if they are to report to a different location?

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BUSINESS RECOVERY

- ___ Immediately after the disaster who needs to know what?
- ___ Where do you pass the information?
- ___ How often do they need it updated?
- ___ Who can leave, and who must stay that first day?
- ___ What vital functions is your organization responsible for?
- ___ Which functions play a critical role in restoring your business to normal?
- ___ In what order do you perform these functions?
- ___ What systems or telecommunications need to be restored to support these functions?
- ___ What equipment is critical to your operation?
- ___ Where is that equipment located?
- ___ Who has a current list of customers, suppliers, & vendors?
- ___ If your normal suppliers are also affected, who will supply any key supplies you will need to restore your business, and how will you reach them?
- ___ What paper records are vital to your organization? Where are they duplicated?
- ___ If vital records aren't duplicated and stored off-site, how will you reconstruct the lost information?

TRAINING AND REVIEWS

- ___ Who is trained on First Aid, CPR, etc.?
- ___ Who needs to be?
- ___ What other training does your organization need to guarantee your success in managing through a disaster?
- ___ Who is responsible for keeping your information correct?
- ___ How frequently should it be reviewed?
- ___ How will the boss know if the information is correct?

How many of the above items did you mark? _____

How many people in your organization can answer these questions as well as you? _____