



Disaster Recovery Planning Questionnaire

When disasters happen, your business or agency may sustain direct damage such as fire, flooding or building damage. This is an important process to assist you in saving your business or agency and also is an important part of enabling your business or agency to assist in community recovery.

The first order of business is to plan for your recovery and business resumption. This questionnaire is designed to help you assess your level of preparedness.

Business Continuity / Disaster Recovery Plan								
1. Does your business/organization have a continuity or disaster recovery plan?	<input type="checkbox"/>	Not Started	<input type="checkbox"/>	In progress	<input type="checkbox"/>	Complete		
2. What are your most important business functions and how quickly can you resume following a disaster?								
a.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
b.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
c.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
d.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
e.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
f.	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	3 Weeks	<input type="checkbox"/>	Longer
3. How often do you review and test your disaster recovery plan?	<input type="checkbox"/>	1/year	<input type="checkbox"/>	Every 2+ years	<input type="checkbox"/>	Never	<input type="checkbox"/>	No plan
4. Do you have backup system for information & records?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
5. Do you have a backup generator?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
Alternate Operational Location								
5. Have you established an alternate location where employees can work on key functions off site?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
6. Does this location have backup power?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
7. Do you have a plan to provide basic food, water, first aid and sanitary supplies on hand for yourself and staff?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
8. Do you have supplies to operate the business manually (forms, pens, materials, etc.)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
Contact Information and Communications								
9. Do you maintain contact information for your employees, clients, suppliers, etc.?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
10. Is contact information quickly accessible?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
11. Do you have access to multiple, reliable methods of communicating with your employees (emergency phone numbers, pagers, radios or website)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		

Employee Emergency Preparation

12. Do your employees know the emergency plan Yes In progress No
- 13.? Have your employees participated in an emergency preparedness workshop? Yes In progress No
14. Do some employees have emergency training (i.e. first aid, rapid damage assessment, etc.)? Yes In progress No
15. Are your employees prepared for emergencies at home? Yes In progress No
16. How will employees be notified to return to work? Telephone Email

Customer/Client Preparation

17. Do you make your emergency contact information available to clients via website? Yes In progress No
18. How will your customers/clients contact you after a disaster?
- Telephone Email Visit location Visit alternate location

Evacuation Plan

19. If you must evacuate, what critical business information or equipment must be evacuated too?
20. Do you have a plan to secure files and equipment in the event of flooding? Yes No
- Yes In progress No
21. Can you use internet banking services to monitor account activity, manage cash flow, and pay bills? Yes In progress No
22. Do you use direct deposit to pay employees? If so, can you provide cheques manually if the system fails? Yes In progress No

Helping Others to Recover

23. Is your organization able to offer goods and services at a discount or for free to assist others in disaster recovery? Yes Unsure No
24. Would you be able to release staff to volunteer on recovery efforts? How many staff hours may be available?
- 20+ staff hours 10 – 20 staff hours 5 – 10 staff hours Not available
25. Do staff members have key skills that could assist with recovery efforts?
- Construction skills Medical/ first aid skills Counselling skills Other
26. Is your organization able to provide support outside the normal operations (i.e. donate/house food, water, etc.)?
- Provide truck and personnel for hauling
- Provide other transportation equipment and personnel
- Provide shelter i.e. apartments, rooms for rent etc.
- Other

If your answers concern you and you would like information on emergency preparedness or some guidance in developing your Disaster Recovery Plan, please contact the City of Tampa at (813) 274-7954.