



Disaster Recovery Planning Assessment Questionnaire

When disasters such as fire, flooding or building collapse happen, you may sustain direct damage. You need to stay ready for the unexpected. This is an important process to assist you in saving <your organisation> from reputational, noncompliance and financial losses and is an important part of enabling you 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. Do you have a business 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 six (6) business functions and how quickly can you resume following a disaster?								
a.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	Longer
b.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	Longer
c.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	Longer
d.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Weeks	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	Longer
e.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 Weeks	<input type="checkbox"/>	Longer
f.	<input type="checkbox"/>	1 Day	<input type="checkbox"/>	1 Week	<input type="checkbox"/>	2 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		
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 power and critical IT systems?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
7. Do you have 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 have current contact information for your employees, clients, suppliers, insurance company? Have you ever seen a copy	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		
10. Is contact information quickly accessible for DR team?	<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, radios or website)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	In progress	<input type="checkbox"/>	No		



Employee Emergency Preparation

12. Have your employees participated in an emergency preparedness workshop? Yes In progress No
13. Do all your colleagues know the emergency plan? 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?

Customer/Client Preparation

17. Is 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?

Financial Management

20. Do you have enough cash on hand to handle immediate needs? 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
23. How will you safeguard cash in the event resources such as banks cannot process transactions and security systems are not available? Yes In progress No

Helping Others to Recover

24. Is <your organisation> able to offer goods and services at a discount or for free to assist others in disaster recovery? Yes Unsure No
25. 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
26. Do staff members have key skills that could assist with recovery efforts?
- Construction skills Medical/ first aid skills Counselling skills Other
27. Is your organisation able to provide support outside the normal operations (i.e. if <your orgn> has a truck, could you assist with delivery of donated furniture?
- Provide truck and personnel for hauling Provide other transportation equipment and personnel
- Provide shelter i.e. apartments, rooms for rent etc. Other