Business Actions to Reduce Disaster Losses

SCORECARD

For assessing your critical business function and
Determining actions to reduce disaster losses
Before the aftermath of the next natural disaster

When a disaster strikes, recovering from the aftermath could impact your business and its community's economic well being for a month, a year, or even permanently. Fortunately, before the next disaster, a business can take actions to reduce the disaster losses.

The first step is to determine what areas in your company are critical for conducting business. Check the level of importance of each of the following areas.

A. How important are your mainframe or desktop computers?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9
- **Not Important** – business not run on computers 9

B. How important is having available inventory or product?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9
- **Not Important** – business not run on computers 9

C. How important is creating a safe business/workplace?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9
- **Not Important** – business not run on computers 9

D. How important is retaining your current employees?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9

- **Not Important** – business not run on computers 9

E. How important are your external suppliers and service providers?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9

- **Not Important** – business not run on computers 9

F. How important is your business location and/or facility?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9

- **Not Important** – business not run on computers 9

G. How important is the community to your business?

- **Critically Important** – to access information and/or to run equipment. 9
- **Important** – to operate business but more expensive alternative manual operations are available until computers are replaced or repaired 9

- **Not Important** – business not run on computers 9

Emergency preparedness and damage prevention can reduce disaster losses. For each of the areas you checked as "critically important: or "important" on the previous page, circle the example actions listed below taken by your business. If you have not taken any action, consider implementing one of the examples listed before the next disaster.

A. COMPUTERS – Have you taken any of these actions to prevent damage to computers and/or loss of their critical information?
- Strapped or braced computers to prevent damages . . . . YES   NO
- Established a back-up system for critical information . . . . YES   NO
- Developed a contingency plan on how work would be performed while computers are being repaired or information restored . . . . YES   NO
- Pre-identified supplier to obtain new computer equipment promptly . . . . YES   NO

B. INVENTORY – Have you taken any of these actions to prevent damage to inventory so customer orders can be completed?
- Elevated (in flood hazard areas) and/or braced inventory . . . . YES   NO
  (in earthquake hazard areas)
- Developed special delivery arrangements of inventory after a disaster . . YES   NO
- Stored critical inventory in alternative location . . . . YES   NO

C. WORKPLACE SAFETY – Have you taken any of these actions to prevent injury to employees and customers, especially due to emotional and liability issues?
- Identified structural weaknesses and improved strength of building . . . . YES   NO
- Secured non-structural hazards like lighting and HVAC equipment to prevent them from falling . . . . YES   NO
- Developed special delivery arrangements of inventory after a disaster . . YES   NO
- Offered first aid training to employees and customers . . . . YES   NO

D. EMPLOYEES – Have you taken any of these actions to prevent work force disruption following a disaster due to damages in employee homes or other places of employee concern (e.g., day care, schools, senior citizen living centers)?
- Developed employee emergency leave policies in the event of natural disasters . . . . YES   NO
- Offered incentives and/or training to employees on making their homes safer . . . . YES   NO
- Supported damage loss prevention measures in your employee's neighborhood and children's schools . . . . YES   NO

E. SUPPLIERS/SERVICE PROVIDERS – Have you taken any of the following actions to prevent disruption in operation until delivery or services are able to resume?
- Identified alternative suppliers or service providers . . . . YES   NO
- Added damage prevention or contingency planning requirements in
- contracts . . . . YES   NO
- Developed contingency plan for operating without supplier or service . . YES   NO

F. LOCATION – Have you taken any of the following actions to determine the hazards where your business is located, and implemented damage prevention measures?
  ●   Performed analysis of site risk (flood, high wind, earthquake) . . . . YES   NO
  ●   Strengthened facility to withstand hazards . . . . YES   NO
  ●   Identified alternative location to operate business during a temporary relocation . . . . YES   NO

G. COMMUNITY – Have you taken any of these actions to strengthen your community that your customers, employees and businesses depend upon?
  ●   Sponsored damage reduction events in the community . . . . YES   NO
  ●   Supported local government policies that would reduce future disaster losses . . . . YES   NO
  ●   Participated in a community based public/private sector partnership, such as a Project Impact Partnership or a Local Emergency Preparedness Council . . . . YES   NO

For information on reducing disaster losses, visit FEMA's website at www.fema.gov or contact the FEMA Publication Warehouse (1-800-480-2520) for the following publications:

  ●   Emergency Management Guide for Business and Industry, FEMA 141
  ●   Disaster Mitigation Guide for Business and Industry, FEMA 190
  ●   Protecting Business Operations: Second Report on the Costs and Benefits of Natural Hazard Mitigation, FEMA 331
  ●   Flood proofing Non-Residential Structures, FEMA 102
  ●   Comprehensive Earthquake Preparedness Planning Guidelines: Corporate, FEMA 71
  ●   Reducing the Risk of Nonstructural Earthquake Damage, FEMA 74
  ●   Emergency Preparedness Checklist (pamphlet)
  ●   Family Disaster Supplies Kit (pamphlet)
  ●   Project Impact: Building a Disaster Resistant Community Guidebook

Local Emergency Management Office Contact:
Federal and State Contacts:

Federal Emergency Management Agency Region VIII
Denver Federal Center
Building 710, Box 25267
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http://www.fema.gov/about/regions/regionviii/

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