



**“Forewarned, forearmed;
to be prepared is half the victory.”**

~ Miguel de Cervantes Saavedra

As a follow-up to our January newsletter, below is a questionnaire that can help entities get started with their disaster preparedness plans.

STRATEGIC PLANNING QUESTIONNAIRE

Questions to consider as you develop your strategy:

1. Will you immediately continue operations or will you wait to assess the damage?
2. Will you change operations, organization, or the distribution model?
3. Which departments or products will recover first?
4. What are the existing or necessary redundancies in plant operations, computer operations, utilities, and personnel?
5. If you are a tenant, what will the landlord do to help you recover?
6. Will you give discounts or other considerations to keep your suppliers and customers?
7. Will you use a competitor or your own employees to continue operations?
8. Will the bank and other creditors allow you to delay payments and/or increase your credit line?
9. Will investors allow you to delay dividends?
10. How much cash will you need? Set aside a sufficient amount to see you through at least three month's expenses.
11. Is there a Crisis Media Management Protocol and who is the spokesperson?
12. What are the computer operations back-up procedures?
13. Do you need a hot, warm, or cold site? Will you have a guaranteed seat at a guaranteed location?
14. How long would it take to move permanently or to repair the facilities?
15. Will you move to another location or rebuild? If you move, where will you go?
If you rebuild on your current site, where will your temporary facility be located?
16. What type of a new facility do you want and have the architectural plans been developed?
17. Who are the members of the Incident Command Team and where is the Command Center located?
18. What will you do if a major supplier, subcontractor, or customer suffers the disaster?
19. What is the employee notification system?
20. How long will it take to replace key personnel, equipment, or materials?
21. If material, equipment, or personnel are one-of-a-kind, should you acquire a duplicate now?
22. What will you do if you lose your utilities?
23. What will you do if you lose access to your premises?

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