



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