Emergency Preparedness Self-Assessment for Community Based Organizations

REVIEW OF CURRENT SITUATION	Yes	No	In Progress	Not Sure	N/A
Emergency Operations Plan					
1. Does your agency have a written disaster/emergency plan?					
2. If so, has it been revised in the last two years?					
3. Has your plan, or parts of your plan been tested?					
4. Does your plan identify one person as the crisis manager, with two back-ups?					
5. Have you identified what risks are of most concern to your agency?					
Continuation of Services					
6. Is there a designated team or structure that will manage organization activities during an emergency?					
7. Have potential community partners been identified that could assist you to maintain your services during an emergency by providing additional or back up services?					
8. Have you coordinated with other similar organizations for disaster planning?					
9. If possible, does your plan include taking on additional clients?					
10. Is there a pre-determined alternate location from where you could provide services?					
11. Are critical records backed up and accessible during an emergency?					
12. Has your agency identified critical/essential services that must be maintained and those that can be suspended during an emergency?					
Communication					
13. Is there a plan to contact your agency's clients and/or key stakeholders?					
14. Have you documented emergency contact information for key business relationships/contracts including suppliers, service providers, volunteers, or other agencies that you rely on to provide your services?					
15. Are there predetermined assignments and meeting place in the event you cannot communicate with staff?					
16. Do you have a 24/7 plan to reach your staff during an emergency?					
Staff					
17. Are emergency preparedness trainings provided for staff and volunteers?					
18. Is there an infection control plan to implement during a pandemic or other infectious disease outbreak?					
19. Have you developed emergency work rules or human resources policies to address absences, job reassignment, special needs of workers and other workforce related issues during an emergency?					
20. Do plans include provisions for staff safety?					

Other					

Emergency Preparedness Resources

Emergency Preparedness Guides for Community-Based Organizations

http://www.ci.minneapolis.mn.us/health/preparedness

(scroll down to Community and Faith-based Organizations, Preparedness Tools)

1. Emergency Preparedness Guide for Community-based Organizations
2. Ready, Set, Go! – Community-based Organizations Emergency Preparedness Toolkit
3. Ready, Set, Go! - Faith Community Emergency Preparedness Toolkit

Individual and Family Preparedness

http://www.ci.minneapolis.mn.us/health/preparedness

(scroll down to Individual and Family Preparedness)

If you need this material in an alternative format please call
Minneapolis Health Department of at (612) 673-2301 or email health@minneapolismn.gov.
Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000.
TTY users may call (612) 673-2157 or (612) 673-2626.

Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu (612) 673-2800;

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama (612) 673-2700;

Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac (612) 673-3500