United We **Prepare**

Organization and Business Preparedness Checklist

The American Red Cross's Ready Rating is a free membership program that helps businesses, schools, and organizations become better prepared for disasters and other emergencies.

Members gain access to an easy-to-use online assessment that measures their current readiness level. Based on their score, organizations receive immediate, customized feedback from Red Cross emergency preparedness experts, along with tools and resources to take the next steps toward stronger preparedness.

The following checklist includes some of the questions used to see if your business is prepared for disasters and emergencies.

To complete the full assessment and receive your complete readiness score, please complete the online assessment at **www.readyrating.us**

Organizational Commitment

- ☐ The safety of our staff and clients is our top priority.
- ☐ Management is briefed during the year on progress toward meeting the goals of the Preparedness Program.
- ☐ A CEO or sponsoring executive has accepted the Ready Rating Membership Agreement terms.
- ☐ Resources are available to support the implementation of the Ready Rating program's recommendations (e.g., staff, equipment, training).

Emergency Planning

- ☐ We have an Emergency Response Planning Committee (ERP).
- ☐ At least annually, the Emergency Response Planning (ERP) committee reviews our vulnerability to different types of emergencies (e.g., fires, floods, cyber-attacks, medical emergencies, etc.).
- ☐ An emergency response team (ERT) has been formed to help implement the Emergency Action Plan.
- ☐ Management has assigned key positions on the Emergency Response Team (ERT) to staff members.
- ☐ There is a procedure for alerting those on-site to a disruption during normal work hours.
- ☐ Arrangements are in place to accommodate the needs of people requiring additional support during an emergency.
- ☐ Emergency contact information (staff, clients, key vendors, utilities, etc.) is updated at least annually.
- ☐ The Emergency Action Plan covers the loss of key services (e.g., telecom, Internet, utilities, supply chain partners, etc.).
- ☐ The Emergency Action Plan addresses how to protect all physical and digital vital records during a crisis.

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Organization and Business Preparedness Checklist (cont.)

Facility and Equipment

- ☐ Life-saving equipment (e.g., AEDs, First Aid Kits, emergency radios, etc.) is quickly accessible on-site.

Training and Exercises

- ☐ At least 10% of our workforce has received emergency medical training (e.g., CPR, AED, First Aid, protection against blood-borne pathogens, etc.).
- ☐ A date for the next update to our Ready Rating Assessment has been scheduled.
- ☐ All emergency response team members are given ongoing emergency response training.

Extended Community

- ☐ We have identified a group in our extended community that we will assist in becoming better prepared for emergencies.
- ☐ We work with our business partners to improve their level of preparedness.
- ☐ We support staff members who work as Red Cross emergency volunteers (e.g., time off for training or volunteer services).

Next Steps

- ☐ Visit **https://www.readyrating.us** to become a Ready Rating Member today!

Whether you are taking your first steps or have a fully-functioning emergency management program, the Ready Rating program can help your organization achieve a higher level of preparedness.