**Worksheet C: Emergency Readiness Self-Evaluation**

1. Does your organization have a protocol for communicating with staff, volunteers, and clients in an emergency?
2. Who is authorized to activate the protocol? If you don’t have one yet, who should be authorized?
3. Do appropriate agency staff receive relevant emergency alerts from government? Who are the appropriate staff?
4. Do appropriate staff have contact information for other community organizations government agencies, elected officials, and community liaisons in the police department, fire department, etc.?
5. Does the organization maintain an inventory of emergency supplies? If so, where are they located? If not, what supplies might be needed in an emergency?
6. Do staff that have contact with clients discuss emergency planning with them?
7. Does the organization maintain contact information for clients that may need special assistance in an emergency, including older adults, non-English speakers, persons with access and functional needs, etc.?
8. Has the organization identified an alternate site it could use if the current location was inaccessible? If so, where is it? If not, can you think of one?
9. Has the organization reviewed its insurance policies to determine how they relate to emergency conditions?
10. Does the organization ensure that all digitized records are backed up regularly?
11. What innovative things has your organization done that other organizations can also do to be ready for emergencies?