**5. Know How to Reduce Potential Disruptions**

Use this questionnaire to identify potential problems and create a plan to minimize disruption to your business. Not all questions will apply to your business.

*Last Updated: Click or tap here to enter text.*

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**MAKE-UP CAPABILITIES**

1. Are there any unique location, building, or process features that would prevent relocating operations to another facility? [ ]  Yes [ ]  No

*Consider:*

* *Complexity of your building (simple, standard design or highly complex or “one-of-a-kind” building designed to house the particular process).*
* *Special building structures for clean rooms, control rooms, high bay storage, cold storage, large machinery or large complex equipment with long delivery time, long restoration time, or that require special utility features.*
* *Easily available construction materials or special or rare construction materials.*
* *Special location requirements and/or special permissions for building reconstruction.*
* *Local jurisdictional delays around permit validation and/or approval of building.*
* *Geographic location associated with critical suppliers or customers or availability of utilities.*
	1. If **Yes**, describe preventions. *Click or tap here to enter text.*
1. If multiple locations, are there interdependencies? [ ]  Yes [ ]  No
2. If **Yes**, which location’s(s’) disruption would most impact production? *Click or tap here to enter text.*
3. Could operations be duplicated at an alternate location? [ ]  Yes [ ]  No
4. Is there a mutual aid agreement with another facility? [ ]  Yes [ ]  No
	1. If **Yes**, what is the facility name and contact information? *Click or tap here to enter text.*
5. Can additional shift(s) be added? [ ]  Yes [ ]  No
6. Do multiple production lines exist? [ ]  Yes [ ]  No
	1. If **No**, can additional lines be added/re-tooled? *Click or tap here to enter text.*
7. Can work be outsourced? [ ]  Yes [ ]  No

**PRODUCT & INVENTORY**

1. Which of your products generate the most profit? *Click or tap here to enter text.*
2. Do you have all of the elements required to complete orders (people, materials, equipment, processes, and data)? [ ]  Yes [ ]  No
3. Can you build up your inventories (both raw materials and finished product)?

 [ ]  Yes [ ]  No

If **Yes**,

* 1. Where are the raw materials and finished product located?

*Click or tap here to enter text.*

1. How many weeks/months are stored?

*Click or tap here to enter text.*

1. Can the product be bought from another source and be re-sold? [ ]  Yes [ ]  No

**PERISHABLE STOCK**

1. Is there a potential of spoilage and contamination in the event of a power outage? [ ]  Yes [ ]  No
2. Is your perishable stock in one large cooler or several different coolers? [ ]  Yes [ ]  No
3. Do you have backup power available or alternative means of storing perishable stock either onsite, or offsite (i.e., onsite refrigerated trailers, agreement with an offsite storage facility, alternative storage locations including refrigerated trucks, etc.)? [ ]  Yes [ ]  No

**POWER**

1. Are electrical, gas, sewer, water, internet, or other utilities reliable for your needs (e.g., no regular brownouts or stoppages)? [ ]  Yes [ ]  No
2. Do you have a generator(s)? [ ]  Yes [ ]  No
3. If **Yes**
4. Is the generator portable or permanent? [ ]  Yes [ ]  No
5. Have you determined which equipment will be powered up by the generator?

[ ]  Yes [ ]  No

1. Do you have contracts established with fuel suppliers for emergency fuel deliveries? *Click or tap here to enter text.*
2. If **No**
3. Do you have an agreement in place for a generator rental? [ ]  Yes [ ]  No
4. Do you have electrical connections in place for a generator hook up? [ ]  Yes [ ]  No

**SHUTDOWN AND STARTUP PLANS**

1. Do you have documented shutdown and startup plans (i.e., computer systems, special equipment, refrigeration systems, electric systems, gas and/or other utility systems, HVAC, boilers, etc.)?

[ ]  Yes [ ]  No

1. For emergency shutoff, have you identified and documented shutoff valves and switches for automatic sprinkler system, gas, oil, water, and electricity? [ ]  Yes [ ]  No
2. If **Yes**, have you posted a chart showing the shutoff locations so that qualified personnel can use them in an emergency?

*Click or tap here to enter text.*

1. Do you have shutdown plans for hazardous areas that will require shutdown if loss of power, employees unable to access, etc.? [ ]  Yes [ ]  No
2. Can hazardous shutdowns be done remotely? [ ]  Yes [ ]  No

**MISCELLANEOUS**

1. Do you have service plans, maintenance plans, equipment risk management plans, preventative maintenance (including plans for refrigeration, generators, etc.)? [ ]  Yes [ ]  No
	1. If **Yes**, are these plans reviewed and updated annually? [ ]  Yes [ ]  No
2. Do you have established personnel that have been trained to repair critical equipment? [ ]  Yes [ ]  No
3. Do you have a list of cleanup, restoration, and repair vendors? [ ]  Yes [ ]  No
4. Have you established advance relationships with local, reliable contractors that will be available for post-storm building repairs? [ ]  Yes [ ]  No
	1. If **Yes**, have you scheduled periodic reviews of these relationships?

*Click or tap here to enter text.*

1. Have you established advance relationships with local authorities within your jurisdiction (i.e., fire departments/fire marshal, Haz Mat, emergency response teams) for emergency planning assistance?

 [ ]  Yes [ ]  No

* 1. If **Yes**, have you scheduled periodic reviews of these relationships? [ ]  Yes [ ]  No
1. Do you have in place security systems (i.e., burglar, smoke/fire alarms, and security cameras)? [ ]

Yes [ ]  No