



## 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.**

### **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.*

- a. If **Yes**, describe preventions.

2. If multiple locations, are there interdependencies? Yes No

- a. If **Yes**, which location’s(s’) disruption would most impact production?
  - i. Could operations be duplicated at an alternate location? Yes No

3. Is there a mutual aid agreement with another facility? Yes No

- a. If **Yes**, what is the facility name and contact information?

4. Can additional shift(s) be added? Yes No

5. Do multiple production lines exist? Yes No

- a. If No, can additional lines be added/re-tooled?

6. Can work be outsourced? Yes No

Last Updated: \_\_\_\_\_

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### PRODUCT & INVENTORY

1. Which of your products generate the most profit?
  
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**,
  - a. Where are the raw materials and finished product located?
    - i. How many weeks/months are stored?
  
4. 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
  - a. If **Yes**
    - i. Is the generator portable or permanent? Yes No
    - ii. Have you determined which equipment will be powered up by the generator? Yes No
    - iii. Do you have contracts established with fuel suppliers for emergency fuel deliveries? Yes No
  
  - b. If **No**
    - i. Do you have an agreement in place for a generator rental? Yes No
    - ii. 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

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2. For emergency shutoff, have you identified and documented shutoff valves and switches for automatic sprinkler system, gas, oil, water, and electricity? Yes No
  - a. If **Yes**, have you posted a chart showing the shutoff locations so that qualified personnel can use them in an emergency? Yes No
3. Do you have shutdown plans for hazardous areas that will require shutdown if loss of power, employees unable to access, etc.? Yes No
4. 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
  - a. 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
  - a. If **Yes**, have you scheduled periodic reviews of these relationships? Yes No
5. 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
  - a. If **Yes**, have you scheduled periodic reviews of these relationships? Yes No
6. Do you have in place security systems (i.e., burglar, smoke/fire alarms, and security cameras)? Yes No