



# The Resiliency Resources Toolkit

This is perfect for businesses who want to take proactive steps towards becoming a more resilient business in the face of disaster, but want to do it at their own pace. Please note that you can always decide to join us for the [Resilient Business Challenge](#) if you feel that you are ready for a larger time commitment.

Below is a list of key resources compiled by our team of experts to help your business prepare for a wide range of scenarios:

## **Hazard and Vulnerability Assessment Worksheet**

*Source: American Red Cross*

- Determine which hazards you should plan for and prioritize continuity planning for your organization.

## **Process Recovery Form**

*Source: American Red Cross*

- This form will help you document essential business processes, the resources they depend upon, and the steps for recovery of those processes in the event of a disruption. Combine this with your contact lists for essential personnel, suppliers, vendors, and business partners for a complete business continuity plan.

## **Dependency Mapping**

*Source: American Red Cross*

- Use this document to identify what and whom your organization may rely on to perform essential processes. That is, those resources if they were unavailable, would make it difficult or impossible to perform a critical process. Once all dependencies are documented, you can make plans (e.g., alternate suppliers or workarounds) to mitigate the risk should they experience a disruption.

## **Vital Records Classification Checklist**

*Source: American Red Cross*

- Use this form to organize all significant records deserving to be rated Critical or Vital. Subsets of this information can be included with other records.

## **Insurance Coverage Discussion Form**

*Source: FEMA*

- Use this form to discuss your insurance coverage with your agent. Having adequate coverage now will help you recover more rapidly from a catastrophe.

## **Emergency Response Plan**

*Source: FEMA*

- A 10-page document to help businesses identify the goals and objectives for the emergency response plan. Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.), identify any regulations covered by your plan (e.g., OSHA, fire code, etc.).

## **Stay Open for Business**

*Source: Insurance Institute for Business & Home Safety*

- The IBHS Stay Open for Business guide is a tool for building and maintaining a business continuity plan. Designed specifically for small- to mid-size businesses, the guide will help to prepare for and recover from any type of business disruption from severe weather to a virus outbreak.

## **Severe Weather: Emergency Preparedness and Response Planning**

*Source: Insurance Institute for Business & Home Safety*

- This severe weather emergency preparedness and response planning document is designed as a stand-alone guide, along with a customizable

checklist, that can be used by any small business to build a plan for responding to operational disruptions. It also complements IBHSIÇÖ Open for Business guide, which is a simple-to-use business continuity program that focuses on recovering after the initial emergency response. To be best prepared, businesses should implement both programs to protect their businesses and bottom lines.

### **[Business Continuity Plan Template](#) (click will download a .docx)**

*Source: California Governor's Office of Emergency Services*

- The objective of the Business Continuity Plan is to coordinate the recovery of critical business functions in managing and supporting the business recovery in the event of a facilities (office building) disruption or disaster. In the event of a disaster which interferes with the ability to conduct business from the office, this plan is to be used by the responsible individuals to coordinate the business recovery of their respective areas and/or departments. The plan is designed to contain, or provide a reference to, all of the information that might be needed at the time of business recovery.