

## Self-Assessment Questionnaire

Are you concerned that your normal business operations might be interrupted by a natural or human-caused disaster?

Have you determined what parts of your business need to be operational as soon as possible following a disaster, and planned how to resume those operations?

Do you and your employees have a disaster response plan in place to help assure your safety and to take care of yourselves until help can arrive?

Could you communicate with your employees if a disaster happened during work hours or after work hours?

Can your building withstand the impact of a natural disaster, and are your contents and inventory sufficiently protected so they will not be damaged?

Are your vital records protected from the harm that could be caused by a disaster?

Are you prepared to stay open for business if your suppliers cannot deliver, your markets are inaccessible, or basic needs (e.g. water, sewer, electricity, transportation) are unavailable?

Do you have plans to stay open for business, even if you cannot stay in or reach your place of business?

Have you worked with your community - public officials and other businesses - to promote disaster preparedness and plan for community recovery?

Have you consulted with an insurance professional to determine if your insurance coverage is adequate to help you get back in business following a disaster?

How many servers do you have?

Do you have a backup and recovery process today?

How much data needs to be backed up?

What OS is your primary backup server going to run on?

Do you manage Windows differently than UNIX?

What type of backup devices are you using today - tape and/or disk?

Do you need on-line backup of file servers?

Which applications are you running and which need to be backup while still on-line?

Do you need to backup PCs?

What are you using to schedule and perform your data backups?  
Is it easy to use?

Are you confident you could restore your data in the event of a disaster?

Do different business groups have different needs?

Are you completing backups today within your backup window?