



Hazard Identification / Vulnerability Assessment Worksheet For:

Capital City Bank

This Hazard Identification and Vulnerability Assessment (HIVA) will help **Capital City Bank** rank its disaster threats.

Phase One - Hazard Identification

	Critical	Very Important	Important	Not Very Important	Not A Threat
Avalanche					XXX
Civil Disturbance		XXX			
Coastal Erosion		XXX			
Coastal Storm		XXX			
Dam Failure			XXX		
Drought			XXX		
Earthquake				XXX	
Extreme Heat			XXX		
Fire	XXX				
Flood		XXX			
Freezing Weather			XXX		
Hailstorm			XXX		
Hazardous Materials Accident			XXX		
Hurricane	XXX				
Landslide				XXX	
Lightning		XXX			

Nuclear Power Plant Accident	XXX				
Severe Winter Weather			XXX		
Sink Hole			XXX		
Tornado	XXX				
Transportation Accident			XXX		
Tsunami				XXX	
Volcano					XXX
Wildfire		XXX			
Windstorm		XXX			

Phase Two - Vulnerability Assessment - Service Interruption

	Critical	Very Important	Important	Not Very Important	Not A Threat
Electricity	XXX				
Natural Gas			XXX		
Phone / Internet	XXX				
Sewer		XXX			
Transportation		XXX			
Water	XXX				
Building Damage	XXX				
Equipment Damage	XXX				
Loss of Customers	XXX				
Loss of Data, Documents or Records	XXX				
Loss of Inventory		XXX		XXX	
Loss of Public Access -					

Street Closures					
Loss of Staff	XXX				
Loss of Suppliers or Vendors		XXX			
Negative Publicity about your business or the surrounding Neighborhood		XXX			

Phase Three - Disaster Planning - In your business, have you:

	Have Done	Plan To Do	Unable To Do	Will Not Do
Attend meetings or received written information on disaster preparedness?	XXX			
Conducted disaster drills or exercises for your employees?		XXX		
Developed a Business Emergency Response Plan?	XXX			
Developed a Business Disaster Recovery Plan?	XXX			
Made arrangements to relocate to another site in case of disaster damage or accessibility issues?	XXX			
Obtained backup systems (i.e. generator etc.)?	XXX			
Performed disaster structural retrofit measures to your building?		XXX		
Prepared and stored a Disaster Supplies Kit?	XXX			
Purchased Business Interruption Insurance?				
Purchased Earthquake Insurance?				
Purchased Flood Insurance?				

Stored critical business data off-site?	XXX			
Talked with employees about what to do in an emergency?	XXX			
Trained employees in First Aid and CPR?		XXX		
Trained employees to evacuate the building safely?	XXX			
Trained employees to prepare for a disaster at home so they can return to work more quickly?	XXX			

Phase Four - Disaster Planning - Information or resources that would assist you to minimize an interruption to your business?

	Addressed	Very Useful	Somewhat Useful	Not Useful
Alternate communications!		XXX		
Alternate route availability!		XXX		
Alternate shipping and / or transportation!			XXX	
Back-up sources of electricity!		XXX		
Disaster preparedness mentoring program between businesses!			XXX	
Help employees make plans to protect themselves, families and their homes!		XXX		
How to access resources such as equipment, counseling, volunteers, financial advice etc.!		XXX		
How to communicate your business recovery plans with your suppliers and customers!		XXX		
How to coordinate your efforts with others affected by a disaster (in your building, neighborhood etc.)!				

How to practice your business recovery strategy!		XXX		
How to select appropriate business interruption insurance for your business!		XXX		
Once business has completed preparedness activities, receive "Disaster Resistant Business" designation and public recognition!	XXX			
Post disaster inspections!		XXX		
Preparedness training for employees (evacuating a building, fire safety, First Aid and CPR etc.)!		XXX		
Protecting data, building, contents and equipment from damage and / or loss!		XXX		
Receiving permits to retrofit or repair your building!			XXX	
Road access and debris removal!		XXX		
Sharing resources among businesses in an emergency situation (Mutual Aid)!			XXX	
Talking with your building manager or owner about business emergency response plans and access to your building post disaster!		XXX		
Work with similar businesses on disaster mitigation projects!		XXX		



Building A Disaster Resistant Business

www.FloridaPreparesNow.org

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