



Hazard Identification / Vulnerability Assessment Worksheet For:

City Of Tallahassee – Engineering Department

This Hazard Identification and Vulnerability Assessment (HIVA) will help **City of Tallahassee Engineering Department** 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		
Loss of Public Access -		XXX			

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?				XXX
Purchased Earthquake Insurance?				XXX
Purchased Flood Insurance?				XXX

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.)!			XXX	

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		



Disaster Services

Building A Disaster Resistant Business

www.FloridaPreparesNow.org

Capital Area Chapter - American Red Cross - 187 Office Plaza Dr - Tallahassee FL 32301

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