



Hazard Identification / Vulnerability Assessment Worksheet For:

Confidential Shredding & Recycling Inc

This Hazard Identification and Vulnerability Assessment (HIVA) will help **Confidential Shredding & Recycling Inc** 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	



Building A Disaster Resistant Business

www.FloridaPreparesNow.org

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

(Voice) 850/878-6080 - (Fax) 850/878-6602