



Hazard Identification / Vulnerability Assessment Worksheet For:

Forms Management Inc

This Hazard Identification and Vulnerability Assessment (HIVA) will help **Forms Management 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

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