Continuity of Operations Plan Quiz

Answer yes or no to the following:

1. If you have to leave your location due to a disruptive event, and cannot go back, do you know what your response plans are for the first four hours? (Note – A disruptive event is any scenario that would cause a disruption in services most critical to your department or the University and continued operations can only continue with great difficulty.)  □ Yes □ No

2. If your department needs to evacuate your location, do you know where your rally point is?  □ Yes □ No

3. Do you know who in your department is responsible for assuring that all employees are out the building and safe?  □ Yes □ No

4. Do you know if you have an updated calling tree for contacting employees, key decision makers and vendors?  □ Yes □ No

5. Do you know what the number one thing is that your department needs to have in place to resume business?  □ Yes □ No

6. Do you know where you fall in the priority line for resources compared to other departments?  □ Yes □ No

7. Do you know how long it will take your department to get up and running in another location?  □ Yes □ No

8. Do you know what the top 5 required assets are that you will need to get up and running in another location?  □ Yes □ No

9. Do you know where your alternative site is for operations?  □ Yes □ No

10. Do you know if others in your department know what to do?  □ Yes □ No

Readiness Scale – Count the number of “yes” answers.

10  Great job! You are well prepared. Keep plans current with periodic updates.
8-9  Almost there. Re-visit your plans and review your commitment to preparedness.
6-7  Still have some work to do. Delegate some tasks to your team.
4-5  Halfway there. Don’t get discouraged. Ask questions and get help.
2-3  There is plenty to do. Start small and visit the Emergency Management Office for help.
0-1  You took an important step by taking this quiz and increasing your awareness.