

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.

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| 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. |