

IRVINE POLICE DEPARTMENT

IRVINE POLICE DEPARTMENT • ONE CIVIC CENTER PLAZA
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CHIEF OF POLICE

CHECKLIST FOR BUSINESS SURVIVAL

1. Have you conducted both a structural and non-structural vulnerability analysis of your structures?
2. Have agreements been made with vendors and suppliers to assure continuity of business?
3. Have inventories been developed and maintained of critical supplies, equipment, and employee skills?
4. Have you developed a plan for informing clients, the general public, and media about company operations following an earthquake?
5. Have company vital records been identified?
6. Have you established a continuous records duplication program, possibly including off-site storage for such records?
7. Have you taken steps to identify vulnerabilities and protect your computer facility and equipment?
8. Are there backup facilities and equipment for data processing?
9. Have you established contracts with engineers and suppliers to survey building damage and perform cleanup following an earthquake?
10. Are there plans for business restoration including essential facilities and/or establishing temporary facilities, ensuring key personnel report to work sites or alternate headquarters, restoring damaged utility systems and controlling access to company facilities?
11. Have you identified alternate sources of essential supplies and replacement parts if your normal vendors are unable to function after an earthquake?
12. Have you developed alternate marketing strategies for either marketing your present products or moving into other markets under post-earthquake conditions?
13. Have you developed post-earthquake financing and investment strategies to protect corporate assets?
14. Does your banker know your disaster contingency planning to assure confidence and quick response to your post-earthquake needs?
15. Have you reviewed your company's existing mutual aid agreements to establish what needs might be following an earthquake?

Please call the City of Irvine's Emergency Management section at (949) 724-7148 for additional information.