

Preparedness Calendar Tool

This document serves as a tool to manage and schedule recommended activities related to your organization’s preparedness and resiliency. It includes assessment, maintenance, and training activities related to emergency response and business continuity. The activities and recommended frequency can be adapted according to the size and needs of your organization. To add new activities, simply add a row to the table. Where applicable, hyperlinks to Ready Rating resources that support these activities have been included.

An ‘X’ indicates the recommended frequency for each activity. If there are significant changes to the business or personnel, any plans should be reviewed at that time.

#	Activity	Description	M o n t h l y	Q u a r t e r l y	B i - a n n u a l l y	A n n u a l l y	Date(s) Completed	Comments
Assessment and Reporting								
1.	Executive Briefing Report	Provide Executive Briefing on preparedness status. Use the Next Steps Report from Ready Rating and all associated activities (meetings, reviews, drills/exercises, and actual incidents) to write your report.		X				
2.	Ready Rating	Complete the Red Cross Ready Rating assessment to measure your current level of		X				

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	Assessment	preparedness. Document changes and create action items based on the Next Steps Report.						
Planning								
3.	Emergency Action Plan (EAP)	Review of your EAP. Document action items to address improvements and changes.			X			
4.	Business Recovery Plan(s)	Review your recovery plans and procedures. Document action items to address improvements and changes.				X		
5.	Dependency Lists	Validate dependency lists. Reach out to each dependency to confirm whether or not they have contingency plans; determine if they address your dependency needs; and to ensure they can follow through on commitments they have made.			X			
6.	Succession Plans and Back-up of Key Personnel	Review plans. Validate roles and responsibilities. Address any pending staff changes.			X			
Exercising and Training								
7.	Building Security Review	Review all aspects of building security. Conduct testing and maintenance of alarms, notification systems, and safety equipment.	X					
8.	Communication Lists	Validate all contact information in your plans (personnel, vendors/suppliers, community agencies, business partners, etc.).		X				

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9.	Drills	Conduct evacuation and shelter-in-place drills.			X			
10.	Exercises	Conduct exercise(s) to validate your emergency response and business recovery plans. <i>Frequent tabletop exercises that addresses various disruptions or focus on specific parts of plans are very effective for increasing awareness and building experience.</i>		X				
11.	Emergency Response Team Training	Coordinate and schedule training. Reassign roles and responsibilities as necessary.				X		
12.	Warden Training	Coordinate and schedule training. Reassign roles and responsibilities as necessary.				X		
Awareness and Community Engagement								
13.	Engagement with First Responders	Get to know your local police, fire department, and first responders. If your organization has any specific concerns in the event of a disaster, use this as an opportunity to discuss them with the appropriate agencies.				X		

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