

American Red Cross
Ready Rating™

ReadyAdvance Assessment

Adapted for use in the Resilient Nashua Toolkit

Whether you are taking your first steps or have a fully-functioning emergency management program, the *American Red Cross Ready Rating* program can help you achieve a higher level of preparedness.

Answer each of the following questions to the best of your knowledge. Questions marked with an asterisk are associated with the *Red Cross Ready Rating* program. If you do not know the answer to them, leave them blank.

Participation	Yes	No
The safety of our staff and clients is our top priority.		
A CEO or sponsoring executive has accepted the Ready Rating Membership Agreement terms.*		
We have communicated information about our Preparedness Program to all members of our organization.		
Management is briefed during the year on progress towards meeting the goals of the Preparedness Program.		
Resources are available to support implementation of the Ready Rating Program recommendations (e.g., staff, equipment, training, etc.).		
A copy of the Ready Rating Next Steps Report (minimally, the Scorecard version) has been given to management.*		
Total Participation		

Emergency Planning	Yes	No
We have an emergency response planning committee.		
The interests of all key stakeholders are represented on the emergency response planning committee.		
The emergency response planning committee meets at least quarterly.		
The organization's insurance needs have been reviewed in the past twelve months.		
At least annually, the emergency response planning committee reviews our vulnerability to different types of emergencies situations (e.g., fires, floods, cyber attacks, medical emergencies, etc.).		

At least annually, the emergency response planning committee reviews the top five threats facing our organization.		
An emergency response team (ERT) has been formed to help implement the emergency response plan.		
Management has assigned key positions on the emergency response team to staff members.		
The ERT's organization is similar to that of the Incident Command System.		
Volunteers, (i.e.. Safety Wardens) have been recruited to work with the emergency response team during a crisis.		
Arrangements are in place to accommodate the needs of people with disabilities during an emergency.		
There is a procedure for alerting those onsite to a disruption during normal work hours.		
There is a procedure for responding to disruptions that occur outside normal work hours.		
If needed, there is way to notify those offsite of a disruption that impacts our facility.		
Emergency contact information (staff, clients, key vendors, utilities, etc.) is updated at least annually.		
The emergency response plan provides guidelines on how to respond to different types/levels of emergency.		
The emergency response plan covers the loss of key services (e.g., telecom, Internet, utilities, supply chain partners, etc.).		
The emergency response plan includes a variety of safety and security considerations, (e.g. zero-tolerance for onsite violence, cyber bullying, harassment, etc.) while at the work facility.		
The emergency response plan addresses how to protect all physical and digital vital records during a crisis.		
All aspects of the emergency response plan are reviewed at least annually.		
We share relevant sections of the emergency response plan with key stakeholders.		

We have reviewed our emergency response plan with local first responders (e.g., fire department).		
Total Emergency Planning		

Facility and Equipment	Yes	No
All facilities undergo a safety inspection at least annually.		
Life-saving equipment (e.g., AEDs, first aid kits, emergency radios, etc.) is quickly accessible on-site.		
We have a tested facility-wide warning system.		
Our facility is equipped with all required fire suppression equipment such as fire extinguishers.		
Personal protective equipment (e.g., eye-protection, rubber boots, eye-wash sinks, etc.) is available at all locations where dangerous products or processes exist.		
All exits are easily seen from inside the facility.		
Evacuation routes leading to safe assembly areas located inside (shelter-in-place) or outside (evacuation areas) are clearly visible from within the facility.		
All exits are clear of blockage.		
Shelter-in place areas are prepared (sized and provisioned) to support the expected number of users.		
The facility meets or exceeds local safety requirements as it pertains to emergency lighting.		
Total Facility and Equipment		

Training and Exercises	Yes	No
At least 10% of our workforce has received emergency medical (e.g., CPR, AED, 1st Aid, protection against bloodborne pathogens, etc.).		

First aid emergency drills are held onsite at least annually.		
Facility-wide emergency training exercises (evacuation, shelter-in-place, etc.) are held at least annually.		
Management participates in these exercises facility-wide emergency exercises.		
All emergency response team members are given ongoing emergency response training.		
New staff members are briefed on their role in the emergency response plan (e.g., how to report an emergency, how to safely evacuate, etc.).		
Management has been trained on how to manage news media inquiries during an emergency.		
Staff knows how to respond to news media inquiries during an emergency.		
After-action reports are completed for every emergency incident/exercise.		
Management takes part in after-action report debriefings.		
A date for the next update to the Ready Rating Assessment has been scheduled.*		
Total Training and Exercises		

Extended Community

Yes

No

We work with our business partners to improve their level of preparedness.		
We support staff members who work as Red Cross disaster volunteers (e.g., time off for training or volunteer services).		
Staff members are encouraged to have emergency plans for their households.		
We offer First Aid, CPR, and other types of emergency training to our staff and their household members.		
We contribute supplies or services to emergency response efforts.		

We financially support emergency preparedness programs in our extended community.		
We have a signed facility agreement allowing our facility, in an emergency, to be used as a Red Cross Shelter.		
We periodically host Red Cross blood drives.		
We support community scholarships for health and safety training.		
We have identified a group in our extended community that we will assist in becoming better prepared for emergencies.		
We actively encourage other organizations to join the Ready Rating Program.*		
Total Extended Community		

Assessment Total

Yes

No