

SMB Introduction Script

The Readiness Test™

This recording is meant to guide you through an assessment of preparedness for a small or medium-sized business.

Before beginning, make sure you have clearly established the *scope* of the disaster scenario you wish to cover for this assessment. Make sure that everyone participating in the assessment understands this scope and the affects of the disaster scenario you have chosen.

In addition, it will be very helpful for all participants to have a list of all the functions and services of your business. What are the critical functions and services that would have to be recovered or continued in the event of a disaster? Such a list provides an easy reference when assessing whether the business is prepared to recover from disaster.

Along these lines, it is also very beneficial to determine how *soon* each of the functions and services are required to be back up and running and to what *degree*.

A brief reminder that this assessment does not cover life safety. The assessment focuses on preparedness to recover your business following life safety activities.

For best use of this recording, have your assessment worksheet readily available while playing these instructions. Pause the recording at any time as you follow along with the instructions. If you have any questions, please don't hesitate to get in touch.

You should be able to complete the assessment in about 30 to 45 minutes. If a good discussion means that it takes longer, that is fine.

Take this time to answer any final questions from participants and then move to the first section of your worksheet.