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. Hyperlinks to Ready Rating resources that support these activities have been included where applicable.

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

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| **#** | **Activity** | **Description** | **Monthly** | **Quarterly** | **Bi-Annually** | **Annually** | **Date(s) Completed** | **Comments** |
| **Assessment and Reporting** | | | | | | | | |
| 1 | [Management Briefing Report](https://www.readyrating.ca/management-briefing/) | Provide executive briefing on preparedness status. Write your report using the Next Steps Report from Ready Rating and all associated activities (meetings, reviews, drills/exercises, and actual incidents). |  |  |  |  |  |  |
| 2 | Ready Rating Assessment | Complete the Red Cross Ready Rating assessment to measure your current level of preparedness. Document changes and create action items based on the Next Steps Report. |  |  |  |  |  |  |
| 3 | Emergency Action Plan  (EAP) | Review of your EAP. Document action items to address improvements and changes. |  |  |  |  |  |  |
| 4 | [Business](https://www.readyrating.ca/process-recovery-form/)  [Recovery Plan(s)](https://www.readyrating.ca/process-recovery-form/) | Review your recovery plans and procedures.  Document action items to address improvements and changes. |  |  |  |  |  |  |
| 5 | [Dependency](https://www.readyrating.ca/dependency-mapping/)  [Mapping](https://www.readyrating.ca/dependency-mapping/) | Validate dependency lists. Reach out to each dependency to confirm whether they have contingency plans; determine if they address your dependency needs; and ensure they can follow through on their commitments. |  |  |  |  |  |  |
| 6 | [Succession](https://www.readyrating.ca/back-up-strategies-for-key-personnel/)  [Plans and](https://www.readyrating.ca/back-up-strategies-for-key-personnel/)  [Back-up of Key](https://www.readyrating.ca/back-up-strategies-for-key-personnel/)  [Personnel](https://www.readyrating.ca/back-up-strategies-for-key-personnel/) | Review plans. Validate roles and responsibilities. Address any pending personnel changes. |  |  |  |  |  |  |
| Exercise and Training | | | | | | | | |
| 7 | Building  Security  Review | Review all aspects of building security. Conduct testing and maintenance of alarms, notification systems, and safety equipment. |  |  |  |  |  |  |
| 8 | Communication  Lists | Validate all contact information in your plans (personnel, vendors/suppliers, community agencies, business partners, etc.). |  |  |  |  |  |  |
| 9 | [Drills](https://www.readyrating.ca/quick-drill-hub/) | Conduct evacuation and shelter-in-place drills. |  |  |  |  |  |  |
| 10 | [Exercises](https://www.readyrating.ca/practice-makes-perfect/) | Conduct exercise(s) to validate your emergency response and business recovery plans. Frequent tabletop exercises that address various disruptions or focus on specific parts of plans are very effective for increasing awareness and building experience. |  |  |  |  |  |  |
| 11 | [Emergency](https://www.readyrating.ca/video-ongoing-training-for-the-ert/)  [Response](https://www.readyrating.ca/video-ongoing-training-for-the-ert/)  [Team Training](https://www.readyrating.ca/video-ongoing-training-for-the-ert/) | Coordinate and schedule training. Reassign roles and responsibilities as necessary. |  |  |  |  |  |  |
| 12 | [Warden](https://www.readyrating.ca/safety-wardens-responsibilities-checklist/)  [Training](https://www.readyrating.ca/safety-wardens-responsibilities-checklist/) | Coordinate and schedule training. Reassign roles and responsibilities as necessary. |  |  |  |  |  |  |
| **Awareness and Community Engagement** | | | | | | | | |
| 13 | [Engagement](https://www.readyrating.ca/guide-to-working-with-your-local-1st-responders/)  [with First](https://www.readyrating.ca/guide-to-working-with-your-local-1st-responders/)  [Responders](https://www.readyrating.ca/guide-to-working-with-your-local-1st-responders/) | Get to know your local police, fire department, and first responders. If your organization has any specific concerns in an emergency, use this as an opportunity to discuss them with the appropriate agencies. |  |  |  |  |  |  |