



Bay Area Arts Disaster Readiness Survey Preview

Bay Area Arts Readiness Network (BAARN)

This document provides a preview of the Bay Area Arts Disaster Readiness Survey. Reviewing the questions in advance can help respondents gather the information they need before completing the online form.

How to use this document

This PDF is a read-ahead copy of the survey so you can prepare responses. The live survey should still be completed online so your answers are recorded.

Discipline

- Arts Education
- Dance
- Design
- Film/Video/Media
- Folk/Traditional Arts
- Historical Preservation
- Interdisciplinary
- Literature
- Multidisciplinary
- Music
- Musical Theatre/Opera
- Theatre
- Visual Art/Photography
- Other (please specify)

Approximate Annual Operating Revenue

- Less than \$25,000
- \$25,000–\$50,000
- \$50,000–\$250,000
- \$250,000–\$750,000
- \$750,000–\$1,000,000
- \$1,000,000–\$3,000,000

- Greater than \$3,000,000
- Prefer not to answer

General Readiness

- Do you know your emergency evacuation route out of your building? (In case there's a fire/intruder/danger inside) — Yes / No / Not Applicable
- Do you have an emergency evacuation plan for people with disabilities for your building? — Yes / No / Not Applicable
- Do you know your emergency evacuation route out of your community? (In case there's a weather event/chemical spill/hazard in the area) — Yes / No / Not Applicable
- Do you currently have systems or practices that help protect the personal and online safety of yourself, staff, artists, and visitors (e.g., alarms, security cameras, restricted access, screenings, protection of personal information)? — Yes / No / Not Applicable
- Do you have a shelter-in-place plan? (In case there's extreme weather/external threat and you need to stay in your location for a day or more) — Yes / No / Not Applicable
- Do you have an 'emergency document' with critical information (and if applicable, is it available to all team members)? — Yes / No / Not Applicable
- Do you make regular updates to your emergency plan? — Yes / No / Not Applicable
- Do you run fire drills/emergency trainings? — Yes / No / Not Applicable
- Do you have emergency equipment (fire extinguishers/blankets, defibrillators, first aid kit) in your space? — Yes / No / Not Applicable
- Are your most important processes/information documented and backed up? — Yes / No / Not Applicable
- In an immediate evacuation, what key asset(s) would you grab to take with you? (Short answer)
- What has been your experience with readiness planning to help your practice/organization work through or recover from its own potential crises? (Choose all that apply)

Readiness Plan — People (Individual/Practice)

- 1 • Does your plan include a phone/communications tree to quickly notify key contacts of your status? — Yes / No / Not Applicable
- 2 • Does your plan include having emergency contact information for every member of your practice/team? — Yes / No / Not Applicable
- 3 • Does your plan ensure someone else is trained/authorized to keep your practice/activities going if you're unable to? — Yes / No / Not Applicable
- 4 • Does your plan take into consideration the accessibility needs of yourself & team members (e.g., wheelchair accessibility, communication methods, medical needs)? — Yes / No / Not Applicable
- 5 • Does your plan include emergency and evacuation protocols for people with disabilities? — Yes / No / Not Applicable

Readiness Plan — Finance/Insurance (Individual/Practice)

- 1 • Does your plan ensure you have appropriate insurance (e.g., business property, liability)? — Yes / No / Not Applicable
- 2 • Does your plan ensure regular insurance updates? — Yes / No / Not Applicable
- 3 • Do you have a cash reserve? — Yes / No / Not Applicable
- 4 • Does your plan ensure someone else can authorize expenditures, access accounts, etc. if you're not available? — Yes / No / Not Applicable
- 5 • Does your plan provide means for remote bank access? — Yes / No / Not Applicable

Readiness Plan — Technology (Individual/Practice)

- 1 • Does your plan ensure your server/cloud account password and reboot information are available to more than one person? — Yes / No / Not Applicable
- 2 • Does it ensure remote access to pertinent files and documents? — Yes / No / Not Applicable
- 3 • Does your plan include offsite technology backup (e.g., on a separate physical server or in the cloud)? — Yes / No / Not Applicable

Readiness Plan — Ticketing/Messaging (Individual/Practice)

- 1 • Does your plan outline methods to communicate to customers/external stakeholders in a crisis? — Yes / No / Not Applicable

Readiness Plan — Facilities (Individual/Practice)

- 1 • Does your plan ensure you regularly document your space and inventory its contents? — Yes / No / Not Applicable
- 2 • Does your plan ensure that valuable items and records are stored to keep them safe from water, fire, pests, and/or theft? — Yes / No / Not Applicable
- 3 • Does your plan ensure you have an alternate studio/facility lined up if yours is unavailable? — Yes / No / Not Applicable
- 4 • Does your plan ensure people know how to handle an emergency in your studio/facility? — Yes / No / Not Applicable
- 5 • Does your plan outline an emergency shutdown process for your studio/facility? — Yes / No / Not Applicable

Readiness Plan — Programs/Productions/Exhibits (Individual/Practice)

- 1 • Do you tour or work as an artist in residence? — Yes / No
- 2 • If yes, during a tour or residency, do you request a safety and security orientation when you arrive at a new site? — Yes / No / Not Applicable
- 3 • On tour, does your plan incorporate elements of safety and security while on the road? — Yes / No / Not Applicable
- 4 • Does your contract include a force majeure clause which defines your rights if an event is cancelled? — Yes / No

- 5 • Does your plan consider how to respond in event of social/civil unrest? — Yes / No / Not Applicable
- 6 • Does your plan consider how to maintain operations in a public health emergency (such as COVID-19)? — Yes / No / Not Applicable

Readiness Plan — People (Organization)

- 1 • Does your plan address internal communications to quickly notify staff (e.g., phone tree)? — Yes / No / Not Applicable
- 2 • Does your plan include having emergency contact information for every staff member? — Yes / No / Not Applicable
- 3 • Does your plan include information on emergency succession if an organizational leader is unable to continue in their role? — Yes / No / Not Applicable
- 4 • Does your plan take into consideration the accessibility needs of yourself & team members (e.g., wheelchair accessibility, communication methods, medical needs)? — Yes / No / Not Applicable
- 5 • Does your plan ensure cross-training of staff should primary staff not be available? — Yes / No / Not Applicable
- 6 • Does your plan include an alternate staff structure should one or more key people become incapacitated? — Yes / No / Not Applicable
- 7 • Does your plan include emergency and evacuation protocols for people with disabilities? — Yes / No / Not Applicable

Readiness Plan — Finance/Insurance (Organization)

- 1 • Does your plan ensure you have appropriate insurance (e.g., property, liability, D&O, etc.)? — Yes / No / Not Applicable
- 2 • Does your plan ensure regular insurance updates? — Yes / No / Not Applicable
- 3 • Do you have a cash reserve? — Yes / No / Not Applicable
- 4 • Does your plan ensure more than one person can authorize expenditures, access accounts, etc.? — Yes / No / Not Applicable
- 5 • Does your plan provide means for remote bank access? — Yes / No / Not Applicable

Readiness Plan — Technology (Organization)

- 1 • Does your plan ensure your server/cloud account password and reboot information are available to more than one person? — Yes / No / Not Applicable
- 2 • Does it ensure remote access to pertinent files and documents? — Yes / No / Not Applicable
- 3 • Does your plan include offsite technology backup (e.g., on a separate physical server or in the cloud)? — Yes / No / Not Applicable

Readiness Plan — Ticketing/Messaging (Organization)

- 1 • Does your plan outline methods to communicate to customers/external stakeholders in a crisis? — Yes / No / Not Applicable
- 2 • Does it include a ticket cancellation/refund policy? — Yes / No / Not Applicable
- 3 • Does your plan ensure a ticket system backup? — Yes / No / Not Applicable

Readiness Plan — Facilities (Organization)

- 1 • Does your plan ensure you regularly document your space and inventory its contents? — Yes / No / Not Applicable
- 2 • Does your plan ensure that valuable items and records are stored to keep them safe from water, fire, pests, and/or theft? — Yes / No / Not Applicable
- 3 • Does your plan ensure you have an alternate facility lined up if yours is unavailable? — Yes / No / Not Applicable
- 4 • Does your plan ensure people know how to handle an emergency in your facility? — Yes / No / Not Applicable
- 5 • Does your plan outline an emergency shutdown process for your facility? — Yes / No / Not Applicable

Readiness Plan — Programs/Productions/Exhibition (Organization)

- 1 • Does your plan outline your procedures for programs so they can keep running? — Yes / No / Not Applicable
- 2 • Does your plan ensure you have contingency clauses where appropriate (basically, a 'Plan B' for when things don't go as expected)? — Yes / No / Not Applicable
- 3 • Does your plan consider how to respond in event of social/civil unrest? — Yes / No / Not Applicable
- 4 • Does your plan consider how to maintain operations in a public health emergency (such as COVID-19)? — Yes / No / Not Applicable

Readiness Plan — Resources

List any resources or services you would call on to prepare for or recover from a disaster; include channels you trust for information:

- People (specify): _____
- Networks (specify): _____
- Organizations (specify): _____
- Websites (specify): _____
- Social Media Platforms (specify): _____

If you were searching for readiness help:

- Before an emergency, what keywords would you use to search?

- After an emergency, what keywords would you use to search?

If you took a training on emergency readiness, what information would you want to leave with?

As BAARN develops training and tools for this region, what language or messages will get attention and appeal to your colleagues?

Anything else to share that would help with your readiness planning?

Location & Contact (Optional)

- Zip Code: _____
- County (optional): _____
- Email (optional): _____

This PDF is a preview only. Please complete the official survey online so your responses are recorded.

Bay Area Arts Readiness Network (BAARN) — Funded by the William and Flora Hewlett Foundation •
Coordinated by NCAPER