

# The Disaster Preparedness Scorecard

*Is your organization actually ready — or just planning to be?*

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Most nonprofits have a disaster plan. Very few have tested it. A plan that lives in a binder and has never been activated is not a plan — it's a liability. This scorecard reveals the difference between documented readiness and real readiness.

**SCORE EACH AREA 1 = Not in place · 3 = Partially in place · 5 = Fully in place and tested**

Area	Why It Matters	Documented	Trained	Tested
<b>Written Emergency Operations Plan</b>	Documents procedures for service disruption, staff roles, and communication.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Plan Reviewed Within Last 12 Months</b>	An untested, unreviewed plan is often worse than no plan — it creates false confidence.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Staff Trained on the Plan</b>	Staff must know the plan before a crisis, not during it.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Alternate Service Delivery Method</b>	Can you serve clients if your primary location is unavailable?	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Emergency Communication Tree</b>	A documented, current contact list for staff, partners, and funders.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Partner Network Activated Pre-Crisis</b>	Relationships built before a crisis are worth 10x more than calls made during one.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Backup Supply or Inventory Plan</b>	Especially critical for food security and human services organizations.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Funder Communication Protocol</b>	Funders need to hear from you during a crisis — before they call you.	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>After-Action Report Process</b>	Every crisis is a learning opportunity. Do you capture it?	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No
<b>Volunteer Surge Capacity Plan</b>	Crisis demand spikes. Can you activate additional capacity within 24 hours?	■ Yes ■ No	■ Yes ■ No	■ Yes ■ No

<b>All 10 Documented + Trained + Tested</b>	Genuinely prepared. Schedule an annual review.
<b>Documented but not Trained or Tested</b>	You have a binder, not a plan. Training and a tabletop exercise are the next steps.
<b>Partial Documentation, No Training</b>	High risk. One unexpected event exposes your entire organization.

*The difference between documented and tested is the difference between thinking you're ready and knowing you are. I've worked through Katrina, Hurricane Michael, and COVID-19 response. The organizations that fared best had plans their staff had actually practiced.*

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