

ROTARY CLUB DISASTER PREPAREDNESS SELF-ASSESSMENT

Rotary District 5320 | Prepare our clubs. Strengthen our communities.

Club: _____ Date: _____ Completed by: _____

How to use: Mark one response for each item. Yes = in place; In Progress = partly in place; No = not in place; N/A = not applicable. Prioritize any safety or communication gaps.

1. LEADERSHIP AND PLANNING

Assessment Item	Yes	In Progress	No	N/A
1. Has the club named a disaster preparedness lead or committee?	☐	☐	☐	☐
2. Does the club have a written disaster preparedness plan?	☐	☐	☐	☐
3. Has the club identified likely local hazards (e.g., wildfire, earthquake, flood, extreme heat)?	☐	☐	☐	☐
4. Is there a backup leader if the president or preparedness lead is unavailable?	☐	☐	☐	☐
5. Does the club know how to contact Rotary District 5320 during an emergency?	☐	☐	☐	☐

2. MEMBER SAFETY AND COMMUNICATION

Assessment Item	Yes	In Progress	No	N/A
6. Is the member contact list current and securely accessible to authorized leaders?	☐	☐	☐	☐
7. Is there a system to contact members quickly (phone tree, text, email, or messaging group)?	☐	☐	☐	☐
8. Is there a backup communication method if cell service or internet fails?	☐	☐	☐	☐
9. Is there a process to check on members after a disaster, including those who may need extra help?	☐	☐	☐	☐
10. Has the club tested its communication process within the past year?	☐	☐	☐	☐

3. CLUB OPERATIONS

Assessment Item	Yes	In Progress	No	N/A
11. Can the club cancel, relocate, or hold meetings virtually if its usual location is unavailable?	☐	☐	☐	☐
12. Are important records and contact lists backed up securely and available to authorized leaders?	☐	☐	☐	☐
13. Has the club considered how a disaster could affect finances, fundraising, and service projects?	☐	☐	☐	☐

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4. COMMUNITY NEEDS AND PARTNERSHIPS

Assessment Item	Yes	In Progress	No	N/A
14. Has the club identified local populations or organizations likely to need help after a disaster?	☐	☐	☐	☐
15. Does the club know how to contact local emergency management and relevant city/county agencies?	☐	☐	☐	☐
16. Has the club identified community partners such as nonprofits, food banks, shelters, or faith-based groups?	☐	☐	☐	☐
17. Does the club know how to coordinate with Rotary District 5320 and nearby Rotary clubs?	☐	☐	☐	☐
18. Does the club understand that emergency responders direct immediate life-safety operations?	☐	☐	☐	☐

5. VOLUNTEERS AND RESOURCES

Assessment Item	Yes	In Progress	No	N/A
19. Has the club identified members willing to help with appropriate relief or recovery activities?	☐	☐	☐	☐
20. Has the club inventoried resources it may be able to offer (skills, supplies, equipment, transport, space)?	☐	☐	☐	☐
21. Does the club have a safe process for assigning and supervising volunteers?	☐	☐	☐	☐
22. Can the club responsibly receive, track, and distribute donated goods or funds?	☐	☐	☐	☐

6. TRAINING AND RECOVERY

Assessment Item	Yes	In Progress	No	N/A
23. Has the club discussed household preparedness and following official emergency instructions?	☐	☐	☐	☐
24. Has the club conducted a preparedness discussion, tabletop exercise, or drill in the past year?	☐	☐	☐	☐
25. Has the club identified service projects or partnerships that could support longer-term recovery?	☐	☐	☐	☐
26. Does the club review and update its plan at least annually and after exercises or emergencies?	☐	☐	☐	☐

QUICK READINESS CHECK

Can we (1) contact members quickly, (2) identify who leads, (3) continue or relocate club operations, (4) reach District and local emergency management, and (5) support response efforts without putting volunteers at risk?

Any “No” above? Treat it as a priority regardless of the overall score.

RESULTS AND 90-DAY ACTION PLAN

SCORING

Score each response: Yes = 2 points; In Progress = 1 point; No = 0 points. Do not count N/A items. Maximum score is 52 points if all 26 items apply.

Result	Your Score	Notes
Points earned	_____	Count Yes = 2 and In Progress = 1
Applicable maximum	_____	Number of applicable items × 2
Readiness percentage	_____ %	Points earned ÷ applicable maximum × 100

SUGGESTED READINESS GUIDE

Percentage	Suggested interpretation
90–100%	Strong foundation; keep testing and updating.
75–89%	Good start; close remaining gaps.
50–74%	Several important improvements needed.
Below 50%	Prioritize core planning, communications, and coordination.

This is an internal self-assessment, not an official Rotary certification. A high score does not replace addressing critical safety gaps.

OUR TOP 3 PRIORITIES FOR THE NEXT 90 DAYS

Action needed	Person responsible	Due date	Status
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SUPPORT REQUESTED FROM DISTRICT 5320

☐ Plan template ☐ Communication plan ☐ Training/exercise ☐ Local agency contacts ☐ Community partnerships ☐ Volunteer/resource inventory ☐ Fundraising/grant guidance ☐ Other: _____

Club President: _____ Review date: _____

Rotary District 5320 | Service Above Self—Before, During, and After Disaster