

NEW EARTH CORPS, LLC / ORGANIZATIONAL PREPAREDNESS

Sample Preparedness Assessment Report

Public sample | Version 1.1 | October 7, 2026

Example organization: Example Regional Services Center

Profile: One leased office, 45 employees, weekday public appointments, and cloud-based systems. Virginia is a general setting only; no actual property has been assessed.

Fictional case. All organization details, evidence references, interviews, findings, and management responses are invented to demonstrate report content. No real assessment, site visit, or test was performed. The engagement agreement defines actual scope and deliverables.

Executive assessment

The example organization has basic emergency procedures and some remote-working arrangements. Its evidence supports specific gaps in visitor accountability and continuity decision-making. Communications testing and data restoration capability remain unverified; missing records do not establish that those capabilities are absent.

Readiness overview	Recommended leadership decision
Partial arrangements in five areas One documented area Two areas unverified Overall score withheld	Assign a preparedness lead, confirm the unresolved evidence, and approve a 90-day improvement program with named owners and measurable completion criteria.

Three priorities for leadership

- 1. Account for people.** Assign visitor accountability responsibilities and confirm assistance arrangements. Verify the notification fallback before relying on it during a disruption.
- 2. Remove single-person dependencies.** Establish activation authority, deputies, priority services, and a workable procedure for a two-day office closure.
- 3. Confirm recovery capability.** Obtain restoration and notification test records. Where evidence is insufficient, arrange controlled validation and resolve the resulting gaps.

What management can do with this report

Use the findings to distinguish immediate process improvements from capabilities needing verification. The action register links each priority to a proposed owner, deadline, and acceptance evidence. This supports focused decisions before major purchases.

How to read this sample: Scope and evidence are on page 2; readiness criteria on page 3; planning scenarios and proposed targets on page 4; detailed findings on page 5; the action register on page 6; and review and validation arrangements on page 7.

SAMPLE REPORT / 02

Assessment scope and evidence

This case illustrates a remote review of one office using a questionnaire, submitted documents, and three stakeholder interviews. The review addresses organizational arrangements for people, communications, continuity, suppliers, facilities dependencies, and information recovery.

Assessment boundaries

Reviewed in the fictional case: The documents and interview accounts listed below. **Not performed:** Physical observation, onsite inspection, technical system access, live notification testing, backup restoration, or an exercise. Plans and interview statements do not establish tested performance.

The illustrated customer package comprises a report, an editable action register, a management briefing, and one consolidated draft review and revision cycle. This public PDF shows an action-register extract; an editable register is a separate customer deliverable under the agreed scope.

ID	Illustrative source	Evidence available in the fictional case
D01	Emergency procedures and floor plan	Evacuation and shelter instructions; department acknowledgment records. Physical posting not observed.
D02	Redacted employee roster and visitor log	Employee contacts available; no visitor accountability assignment identified.
D03	Notification procedure	Email and phone tree described. No test record supplied.
D04	Remote-work procedure	Remote access arrangements described; no approved service recovery sequence.
D05	Supplier contact list	Primary contacts listed; fallback arrangements not established by the submitted list.
D06	Backup configuration summary	Backup schedules described; coverage and successful restoration not independently verified.
D07	Training register	Orientation entries supplied; no coordinated exercise record supplied.
I01	Leadership interview account	Informal deputies confirmed; approved activation authority and service targets absent.
I02	HR and facilities interview account	Visitor accountability role confirmed unassigned; assistance arrangements incomplete; emergency procedures in use.
I03	IT and operations interview account	Remote access reported in use. Earlier restoration and notification tests claimed; records unavailable.

In a real assessment, the evidence register records document title/version, review date, interview date/role, and relevant section references. Every ID here refers only to the fictional source description above.

SAMPLE REPORT / 03

Readiness profile and assessment rules

Maturity and evidence status are separate. A written plan can be reviewed without its performance being verified. This sample uses a descriptive profile and withholds an overall numerical score because material capabilities remain unverified.

Assessment area	Result	Basis and evidence limitation
Leadership and authority	1 - Partial	D01, I01: Lead identified; formal deputies and activation authority absent.
Emergency procedures	2 - Documented	D01, I02: Procedures and acknowledgments reviewed; use confirmed in interview. Performance not tested.
People and accountability	1 - Partial	D02, I02: Employee roster exists; visitor role unassigned and assistance arrangements incomplete.
Emergency communications	U - Unverified	D03, I03: Procedure reviewed; past testing claimed without supporting results.
Essential service continuity	1 - Partial	D04, I01, I03: Remote access reported in use; approved priorities and deputies absent.
Facility and supplier dependencies	1 - Partial	D05, I01: Primary contacts available; fallback arrangements unresolved. No physical observation.
Information recovery	U - Unverified	D06, I03: Backup schedule reviewed; restoration claimed without supporting results.
Training and exercises	1 - Partial	D07: Orientation documented. Coordinated exercise status unverified.

Illustrative maturity criteria

0 - Absent: The absence of the assessed arrangement is affirmatively confirmed; a missing document alone is insufficient.

1 - Partial: Evidence supports some arrangements, with material elements missing or informal.

2 - Documented: Documented arrangements and evidence of implementation are available; performance is not established by testing.

3 - Demonstrated: Relevant test results support the agreed capability, with material corrective actions resolved.

U - Unverified: Evidence is insufficient to assign a defensible maturity result. Request clarification; do not convert U to zero.

N/A - Not applicable: Record and justify the exclusion. Neither U nor N/A is counted as a failure. A partial rating describes supported arrangements; it does not resolve every unknown in that area.

Evidence and interpretation

Each finding identifies reviewed documents, reported statements, confirmed gaps, and remaining unknowns. No capability in this case was directly observed or tested by NEC. The rubric is illustrative, not an externally validated standard, certification, or probability of surviving a disaster. No aggregate score or score band is asserted.

SAMPLE REPORT / 04

Disruption scenarios and recovery targets

These scenarios explore dependencies; they are not event forecasts or verified local hazard rankings. Address-specific hazard analysis requires separately identified sources and site information. No location-specific hazard conclusion is made in this sample.

Planning scenario	Decision or exposure to investigate	Link
Power and internet unavailable for 24 hours	Can staff use the backup notification method and continue priority intake? Notification test evidence is missing.	F01, F02
Building inaccessible for 48 hours	Who accounts for expected visitors, informs clients, and authorizes alternate operations?	F01, F02
Core application unavailable for one business day	Can authorized staff recover usable records within business needs? Restoration performance is unverified.	F03
Primary manager absent for three business days	Can a deputy activate continuity arrangements and approve priority work without waiting for the manager?	F02

Proposed targets for management approval

Function	Illustrative target	Approval and validation status
Employee and visitor accountability	First status report within 30 minutes of plan activation.	Proposed; not approved or demonstrated.
Client updates	Initial disruption notice within 2 hours of activation.	Proposed; not approved or demonstrated.
Priority service intake	Limited intake within 1 business day of interruption.	Proposed; not approved or demonstrated.
Core records and applications	Restore within 1 business day of interruption; maximum data loss of 4 hours.	Proposed; feasibility and restoration evidence unresolved.

These are planning objectives, not demonstrated capabilities or instructions to delay urgent protective actions. Management must confirm operational needs, customer commitments, staffing, provider capabilities, and feasibility before adopting them.

How priorities are assigned

High: A confirmed gap or important evidence uncertainty could materially affect people accountability or essential service recovery. Begin action within 30 days and aim to validate by Day 90, subject to the earlier dates in the action register.

Moderate: A less urgent improvement with a supported interim arrangement. Schedule within 90 days.

Priority is an action judgment, not an estimate of event likelihood. All three findings in this example are High because they affect accountability, decision authority, or recovery of essential information.

SAMPLE REPORT / 05

Findings and recommended actions

F01 Accountability gaps and unverified communications

Priority: High. **Basis:** D02, D03, I02, I03. The fictional HR interview confirms that visitor accountability is unassigned and assistance arrangements are incomplete. A notification procedure exists; IT reports earlier testing but no results are available. The accountability gaps are confirmed within the case; notification performance is unverified.

Business implication: Leadership may lack a reliable picture of who received instructions and who needs follow-up during a closure or evacuation.

Recommended action: Assign accountability staff and alternates; confirm assistance arrangements; reconcile employee and visitor procedures. Obtain the claimed test record. If it does not substantiate the fallback method, arrange a notification test with acknowledgment and nonresponse follow-up.

Completion evidence: Approved procedures, named owners, and accepted test results addressing each participant or resolved exception. **Proposed owner:** HR lead. **Target:** Day 30.

F02 Continuity authority and service priorities are incomplete

Priority: High. **Basis:** D01, D04, D05, I01, I03. Leadership confirms no approved activation authority, service recovery sequence, or formal deputies. Remote access is reported in use. Supplier contacts exist, but alternate arrangements remain unresolved; the contact list alone does not establish their absence.

Business implication: Decisions may wait for an unavailable manager, and staff may resume lower-priority activities before essential services.

Recommended action: Approve authority, deputies, service priorities, and feasible recovery targets. Document a 48-hour office closure procedure; confirm supplier support and fallback arrangements. Validate that a deputy can direct priority work.

Completion evidence: Approved continuity procedure and targets, supplier confirmations, and a recorded exercise with material corrective actions resolved. **Proposed owner:** Operations lead. **Targets:** Plan by Day 30; validation by Day 90.

F03 Restoration performance is unverified

Priority: High. **Basis:** D06, I03. A backup schedule is described and IT reports an earlier restoration test. No record of scope, elapsed time, recovered data age, or business acceptance is available. This is an evidence gap, not a finding that backups or restoration capability are absent.

Business implication: Management cannot yet substantiate that essential records can be recovered within its intended service needs.

Recommended action: Request the prior test record first. If insufficient, have authorized IT personnel conduct a controlled restoration in an isolated environment. Measure time and data age; obtain business-owner confirmation that recovered records are usable.

Completion evidence: Accepted restoration results compared with approved targets and resolution of material failures. **Proposed owner:** IT lead. **Targets:** Evidence review by Day 15; validation, if needed, by Day 60.

SAMPLE REPORT / 06

Sample action register and implementation plan

All owners and deadlines are proposed. All actions remain open and no completion evidence has been accepted. Day 1 begins when management approves the improvement program.

Action and link	Proposed owner and due date	Required completion evidence
A01 - Appoint preparedness lead and approve priorities. Links: F01-F03 Status: Open	Executive sponsor Day 10	Named lead and alternates; approved priorities, owners, and action schedule.
A02 - Assign accountability roles and validate notification fallback. Link: F01 Status: Open	HR lead Day 30	Approved accountability procedure; assistance arrangements confirmed; accepted notification test record and resolved exceptions.
A03 - Approve continuity authority, service priorities, and targets. Link: F02 Status: Open	Operations lead Day 30	Approved 48-hour closure procedure, deputies, service sequence, and feasible recovery targets.
A04 - Verify restoration performance. Link: F03 Status: Open	IT lead Evidence by Day 15; validation by Day 60	Sufficient prior results or a new controlled test; elapsed time, data age, business acceptance, and resolved material failures.
A05 - Confirm suppliers and train deputies. Link: F02 Status: Open	Operations lead Day 60	Confirmed support and fallback arrangements; records showing deputies understand assigned tasks.
A06 - Exercise closure response and resolve material issues. Links: F01-F03 Status: Open	Preparedness lead Day 90	After-action report; comparison with approved targets; accepted retest evidence or documented residual issues.

Acceptance and tracking

The sponsor assigns reviewers. Record completion and acceptance dates, evidence references, and reviewer names. Close actions only when evidence is accepted. Track deferred or risk-accepted items separately; they do not establish verified capability.

Responsibility after the assessment

The 90-day plan is the customer's proposed implementation schedule, not 90 days of included NEC consulting. The customer and its authorized providers implement changes and conduct tests. NEC implementation assistance, plan development, test witnessing, exercises, and reassessment require separate agreement.

Effort, costs, and final dates require customer confirmation. Begin with ownership, evidence collection, and procedures before committing to equipment or service purchases.

SAMPLE REPORT / 07

Customer review and next steps

Review before final delivery

The illustrated service includes a draft report, a management briefing of up to 60 minutes, and one consolidated review and revision cycle. Allow five business days for the customer to identify factual errors, provide relevant missing evidence, and comment on recommendations. The engagement agreement establishes the actual schedule and acceptance terms.

NEC evaluates comments, corrects errors, and revises findings when evidence supports a change. A management disagreement does not automatically invalidate a supported finding; unresolved views can be recorded alongside NEC's response. Completion is based on accurate delivery of the agreed scope, not agreement with every rating.

Illustrative management comment	Assessment response and disposition
F03: We restored data earlier this year, so the capability should not be rated absent.	Agreed: it is marked Unverified, not Absent. Request the test record. Reassess when results support scope, timing, data age, and usability. Evidence request remains open.
F02: The office manager usually handles continuity decisions.	Recognize existing practice. The confirmed gap concerns approved authority and a formal deputy. Retain the finding until supporting arrangements are established.

Suggested follow-on validation exercise

Scenario: The building is inaccessible, normal internet is unavailable, and the primary manager cannot be reached. A deputy activates the plan, staff account for expected personnel and visitors, and priority intake resumes through an approved alternate method.

Measure: Notification acknowledgments, time to the first accountability report, time to the client update, and time to resume sample intake. Compare results with approved targets. Review restoration evidence separately; a discussion exercise does not demonstrate technical recovery performance.

Status: Recommended future customer activity; not conducted and not included as a delivered test in this example assessment. Record issues, assign owners, and retest where needed.

Discuss an assessment for your organization

Share your locations, workforce, essential services, existing plans, and principal concerns. New Earth Corps can define a remote or appropriately scoped onsite engagement and identify where specialist support is needed. Schedule, fees, and deliverables are confirmed before work begins.

Contact New Earth Corps | newearthcorps.com

This sample is organizational planning content. It is not a property hazard determination, engineering or life-safety inspection, compliance certification, or guarantee of uninterrupted operations.