

**Denver Arts & Venues, in partnership with Performing Arts Readiness, The Mellon Foundation and Colorado Creative Industries, is pleased to provide an opportunity to gain awareness and share institutional knowledge and best practices in emergency preparedness and disaster planning across performing arts and cultural venues, presenters and performers, and gathering spaces.**

**A disaster can put a performing arts organization out of business overnight. Preparedness is the key to resiliency and recovery; the better prepared an organization is, the more quickly and effectively it can respond to emergencies and crises, re-open for performances and programs, and return to normal operations.**

**By nature, performing and cultural arts organizations are community hubs and often serve vital roles in disaster response and recovery; advanced planning, networking and resourcing within these organizations enhance resilience for entire communities.**

**To better understand your needs, this online survey will serve to collect information on your organization and its current emergency preparedness planning. If your organization does not have a plan and/or has not focused on preparedness, this research is in place to assist and support your efforts to create a plan unique to your business.**

**The data collected through this survey will be an important factor in assessing our regional organizations' priorities for the development of immediate and/or long-range planning. We thank you for your time in completing this survey; it will help us tailor future trainings, workshops and meetings to enhance the network and serve your needs. The questions marked with a “#” are confidential. Reports from this survey will be anonymized and shared in the aggregate to illustrate needs and resources across performing arts and cultural entities in the region.**

1. Type of Entity

Organization (Non-Profit)

Business

Individual

Other

**2. Budget Size**

- \$0-\$50,000
- \$50,001-\$100,000
- \$100,001-\$250,00
- \$250,001-\$500,000
- \$500,001-\$1 million
- more than \$1 million, but less than \$3 million
- more than \$3 million, but less than \$10 million
- \$10 million or more

**3. Venue Size**

- 0 - 400
- 401 - 700
- 701 - 1000
- 1001 - 1500
- 1501 - 2000
- 20001 - 3000
- 3001 - 5000
- More than 5000

**4. Number of Patrons Served Monthly**

- 0 - 100
- 100 - 1,000
- 1,001 - 10,000
- 10,001 - 100,000

5. Personnel Type: (check all that apply)

- Full time
- Part time
- Seasonal
- Independent contractors
- Volunteers
- Other:

6. Full Time Paid Personnel:

- 1-5
- 6-10
- 11-50
- more than 50
- N/A

7. Part Time Paid Personnel:

- 1-5
- 6-10
- 11-50
- more than 50
- N/A

8. Do you have a security team, contractors, staff members, etc. who are designated to be responsible for security?

- Yes
- No
- Don't know

9. Does your organization have a written emergency or disaster plan that includes protecting assets such as artwork, equipment, archives, digital media, etc.?

- Yes
- No
- No, but one is being developed
- Don't know
- If yes, please enter most recent year created (or the year created if it has not been updated since creation):

10. If your organization does have an emergency or disaster plan, is your staff trained to carry it out?

- Yes
- No
- Some staff
- Don't know

11. If yes, please state the frequency of this training:

- One-Time training
- Yearly
- Every 6 months
- Other:

12. If you do not have an emergency or disaster plan, please list reasons why one has not been created for your organization. (check all that apply)

- Do not have the time to develop a disaster plan
- Do not have the expertise to develop a disaster plan
- Cannot afford to develop a disaster plan
- Unaware of the need for a disaster plan
- Not an institutional priority
- Other:

13. Does your organization have a “continuity of operations” plan to allow you to quickly resume your essential functions in the event of a disaster or emergency?

- Yes
- No
- No, but one is being developed
- Don't Know
- If yes, please enter most recent year updated (or the year created if it has not been updated since creation):

14. Where are copies of important records related to your organization (such as articles of incorporation, IRS determination letter, insurance policies, contracts, etc.) stored? (check all that apply)

Onsite - paper copies

Offsite - paper copies

Onsite - digital copies

Cloud - digital copies

Don't know

Other:

15. What would you save first?! Given an emergency, aside from securing the safety of your staff and patrons, what would have the highest priority? Please list your top three priorities (for example equipment, computers, historical materials, etc.)

16. Identify your operational facility/s status:

- |                                                     |                                                                                        |
|-----------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="radio"/> Own                           | <input type="radio"/> Rent or lease space to other individual artists and/or companies |
| <input type="radio"/> Rent                          | <input type="radio"/> Located in a public/private/charter school                       |
| <input type="radio"/> Lease agreement               | <input type="radio"/> Operational agreement                                            |
| <input type="radio"/> Rent as needed for rehearsals |                                                                                        |

Other (school, church, etc.):

17. Are you aware of emergency/disaster plans, disaster response hubs, or resources available for an emergency/disaster in your immediate city/county/state?

- Yes
- No
- Somewhat

18. Has your organization been impacted by natural disasters and/or man-made emergencies?

Yes

No

If yes, please describe

19. Does your organization have a public relations or crisis communications plan in place to handle the aftermath of an emergency or disaster?

Yes

No

Don't Know

20. Do you have insurance for the following? (check all that apply)

- Theft
- Fire
- Personal Liability
- Professional Liability
- Flood
- Other Damage
- If other damage, please describe.

21. When utilizing a venue or space not owned by your organization, have you confirmed what kind of insurance coverage is provided for your organization?

- Yes
- No
- Don't Know
- N/A

22. If the director of your organization can no longer oversee the organization, is there a succession plan in place?

- Yes
- No
- Don't Know

23. Do you have a designated staging area in case of an emergency?

- Yes
- No
- Don't Know

24. What kind of emergency preparedness assistance would most benefit your organization? (check all that apply)

- Informational resources for emergency preparedness
- Disaster plan development tools
- Grants for disaster planning
- Succession planning
- Establishing community networks for emergency response
- Safe transportation planning (to and from venue)
- Emergency planning for people with disabilities
- Crowd management
- Women/gender safety considerations
- Violence/terrorism
- Cyber and online security
- Preservation/conservation
- Other:

25. Can we contact you regarding your experience with emergency preparedness planning?

- Yes
- No
- If Yes, please provide preferred contact information.

26. Tell us a little more about your organization:

27. Is there anything you would like to share regarding this survey?

28. #CONFIDENTIAL

Organization name:

Contact name:

Mission:

Address:

Zip Code:

Website:

Phone:

Email: