

Name of plan _____ Owner _____

Type of plan ___ Comprehensive (includes all below)
 ___ Emergency preparedness ___ For 211 operations
 ___ Emergency checklist ___ For VRC operations
 ___ External communications ___ For other specific internal
 ___ Business continuity program/ operation
 ___ Pandemic
 ___ Other: _____

POTENTIAL VULNERABILITY

___ States local disaster risks (PREP)
 ___ Includes pandemic issues
 ___ Includes workplace violence
 ___ Includes bomb threat form/ report form

EMPLOYEES & VOLUNTEERS

___ Includes emergency planning for personal lives of staff / volunteers (PREP)
 ___ Includes emergency medical instructions (CPR, first aid, defib, shock, poison, etc.)

___ HR considerations: employee prep verification, work conditions, pay, overtime, time off for personal needs, legal compliance (i.e. HIPPA), dress code exceptions, mental health counseling, other expectations during disaster and immediately following, overall continuity (BC)
 ___ Are these decisions/ benefits clear to employees before disaster so they can make informed decisions about such things as optional over-time work, absence due to personal needs, etc.?
 ___ Will the organization make additional incentives or services available to employees and/ or volunteers who remain in place post-disaster? (i.e. gasoline reimbursement for distance driving from evacuated location, temporary child care co-located at the work site, etc.)

___ Assures that all staff are aware of and/ or have pertinent access to the plan (ALL)
 ___ Includes the requirement of an annual update
 ___ Includes the requirement of annual training or exercise

FACILITY

___ Addresses facility prep and PDA, plans for damage control and repair, location of alternate work site if needed (PREP)
 ___ Includes instructions for facility prep before advanced notification event (checklist or) with specific tasks assigned to specific positions
 ___ Includes emergency evacuation of facility, people checklist, rally point, etc.
 ___ Includes facility closure instructions/ roles
 ___ Security in case of structural damage

___ Addresses IT concerns-- both prep and PDA, plans for damage control and recovery, alternative solutions to system disconnect (web access, off-site storage of data, etc.) (ALL)
 ___ Identifies staff roles & responsibilities for IT issues
 ___ Includes updated MOUs with other providers, IT partners, alternative sourcing, etc.
 ___ Identifies disaster tools created or modified for specific vulnerabilities

- _____ Addresses insurance coverage and subsequent application (ALL)
 - _____ Insurance for physical assets
 - _____ Board liability insurance (you never know)
 - _____ Business interruption insurance (to cover payroll, on-going costs, expense of carry-over technology, relocation costs, loss of income, etc.)
 - _____ Fleet and/ or IT insurance (especially 211 services)

AUTHORITY

- _____ Clearly describes organizational authority (personnel) during disaster (PREP & BC)
 - _____ Identifies a disaster team
 - _____ Identifies key emergency staff & contact information, as well as contact information for named alternates
- _____ Board: addresses key roles of board members pre- and post disaster, other expectations (PREP & BC)

CRITICAL TASKS

- _____ Outlines mission critical organizational tasks following disaster (BC)
 - _____ Defines acceptable level of service if needed
 - _____ Internal post-disaster tasks & personnel-specific role(s) for re-activation/ recovery
 - _____ Community response role(s)
- _____ Addresses how disaster might affect the campaign (BC)
- _____ Addresses finance issues: payroll, critical tasks before and after for continuity of operations, legal compliance (i.e. Sarbanes Oxley or breach of contract), emergency reserves especially to cover on-going employee obligations such as health insurance, etc. (BC)
- _____ Includes list of critical vendors, contract information & pass codes (if applicable) (BC)
 - _____ Child care alternatives for employees if normal businesses are interrupted

COMMUNICATIONS

- _____ Communications: internal-- addresses emergency communications such as telephone tree, includes all staff and volunteer contact info, anticipated evacuation destinations, rally point, contact protocol, UWA Link Line, etc. (ALL)
- _____ Communications: external-- how will the organization respond to media inquiries, public complaints, possible negative publicity, message mapping (COMM & BC)

OTHER POINTS

- _____ Other beneficial inclusions:
 - _____ Discusses potential impact on pertinent local/ state partnerships
 - _____ Shares plan with key community partners
 - _____ Involves landlord if applicable
 - _____ Addresses emergency medical equipment in facility (first aid kit, defibrillator, fire extinguisher, etc.)
 - _____ Uses NIMS principles and terminology where appropriate
 - _____ Includes instructions or discussion regarding after-action assessment or debriefing
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