

EMERGENCY PREPAREDNESS CHECKLIST

Institution:

- ___ Establish authority for disaster planning.
- ___ Form team to distribute responsibilities.
- ___ Read disaster planning/recovery literature, look at other institution's plans.
- ___ Gather background information:
 - ___ Emergency history
 - ___ Risk assessment: location
 - ___ Risk assessment: facilities
- ___ Gather information for disaster plan:
 - ___ In-house resources
 - ___ Facility's emergency systems
 - ___ External resources
 - ___ Recovery services
 - ___ Emergency supplies
- ___ Develop liaisons to local emergency services and disaster recovery services.
- ___ Review insurance policy or self-insurance system.
- ___ Determine salvage priorities.
- ___ Develop emergency & evacuation procedures.
- ___ Purchase emergency supplies.
- ___ Write disaster plan from compiled information.
- ___ Educate and train staff.