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.