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.