At onmy wbsite: at: http://www.jik.com/disaster-plan.html#Sample\_Plans

[**Disaster Preparedness Workbook for Service Providing Agencies**](http://www.preparenow.org/monterey.html), (last accessed 01/24/08).

And at:

<http://www.preparenow.org/monterey.html>

|  |
| --- |
| **Disaster Preparedness Workbook for Service Providing Agencies**  Prepared by the Monterey County Emergency Food Assistance Project |

"FITTING THE PIECES TOGETHER'"  
DISASTER PREPAREDNESS FOR SERVICE PROVIDING AGENCIES

A workbook by:  
Jerry Brisson and Rich Petersen  
  
Monterey County Emergency Food Assistance Program  
1000 S. Main Street, Suite 202  
Salinas, CA 93901

Funded by the Northern California Disaster Preparedness Network

This planning guide was based on materials in FEMA pamphlet, "Guidelines For Local Small Businesses In Meeting The Earthquake Threat" and disaster preparedness publications from American Red cross and other agencies.

Review of disaster plans developed with this guideline is available from local disaster preparedness volunteers. Contact your local American Red Cross Disaster Coordinator.

**Disaster Preparedness for Service Providing Agencies**

**Awareness**

What services do you provide to the public?

In a disaster, do you intend to cease operations? If so, can you share resources with other, agencies?

Do you intend to continue providing primary services from your own resources? If so, which ones are Primary?  
  
Do you intend to continue providing primary service with the help of outside resources? If so, what resources, physical and human, and from what sources?

**Planning**

Any agency which does intend to continue providing services must have a well thought-out plan and the staff and volunteers must be familiar with it.

Normally a written plan with checklists for key personnel will work best. There is less likelihood of confusion or of essential tasks being left undone.

The next few pages were developed as a basis for such a plan, with three separate sections for things to be done before, during and after a disaster. Depending on the size or complexity of your organization, some elements may be deleted. Areas specific to certain agencies (food sanitation regulations, for example) may have to be considered and added. This planning tool was divided by functional area rather than by time order. Consider writing your check lists of tasks for key personnel to reflect priority of tasks.

Annex A is a sample checklist for developing and trying out your emergency plan. Annexes B and C are sample lists of emergency supplies and things to look for in a pre-disaster inspection. consider personalizing them and putting them in a checklist format.

While putting your plan together, get input from all your staff and key volunteers. Have them look it over and discuss it again before finalizing. Then try the plan out and make changes.

**Preparedness**

**(Things do before a disaster occurs)**

**Employees**

* Define emergency functions and make specific assignments, with backups. Start with an emergency coordinator!
* Develop complete list of employees and their skills.
* If applicable, set up a plan to use untrained-volunteers.
* Establish and update an emergency notification list. Consider alternates to telephone for key staff. Should staff automatically report to work in case of a disaster?
* Inform and encourage staff to prepare at home so they can leave their families to respond.
* Provide periodic training in emergency functions and first aid.
* Establish and periodically review evacuation procedures for staff and clients.
* Develop a program of tests and exercises.

**Structures**

* Conduct a risk assessment to determine potential hazards. (A check list with some ideas is attached.)
* Establish a procedure for quick damage assessment following the event.

**Communications Systems**

* Establish and maintain a list of emergency telephone numbers.
* Consider the practicality of an emergency power source.
* List all self-contained communications equipment (mobile radios, ham units, cellular phones, etc.). Are they compatible?
* Maintain battery powered commercial radio to monitor EBS channel.
  + Affix EBS frequency to radio. At present KSCO (1080 AM) is primary and KBOQ 92.7 FM), KTOM (100.7 FM/1380 AM) and KRKC (1490 AM) are alternates.

**Equipment**

* Maintain list of vital equipment and alternate sources of availability.
* Conduct hazard assessment of vital equipment.
* Establish emergency damage assessment and maintenance procedures (prior arrangements with outside repairmen).
* Establish mutual aid agreements to share necessary equipment with other agencies of neighboring businesses.

**Inventory**

* Identify critical material resources to maintain operations.(A list of some essential supplies is attached.)
* Identify and maintain emergency supply of critical materials.
* Establish procedure for quick assessment of inventory damages.

**Vehicles**

* Maintain list of vehicles and drivers and in-vehicle radios.
* Develop procedures for use of vehicles during emergencies.

**Utility Systems**

* Periodically test any emergency power source.
* Develop and practice shutoff plans for gas, water, etc.

**Vital Records**

* Establish procedures to safeguard important papers, documents and financial data.
* Is off-site storage of duplicate documents feasible?
* Establish procedures for maintaining computer operations and data protection. Consider keeping a laptop with extra power supply. Remember to back up essential files and store with emergency supplies.

**Continuation of Services**

* Identify and plan actions to restore minimal operations.
* Identify minimal personnel needed for each facet of operation.
* Join with other agencies, establish provisions for mutual aid.

**Emergency Response**

**(Things to do when a disaster occurs)**

**Employees**

* Mobilize first aid teams and other emergency response teams.
* Reassign functions as necessary to employees.
* Follow evacuation procedures if damage assessment indicates.
* Account for all staff, volunteers and clients who were on the premises.
* Emergency coordinator should get reports from key staff. All decision makers should use their checklists, keep written logs. Hold an assessment meeting as soon as initial reports are in.

**Structures**

* Perform damage assessment using qualified personnel.
* Clear debris, make repairs, install safeguards.
* Determine if building is safe to use, including ability to withstand aftershocks.

**Communication Systems**

* Initiate any emergency communication systems.
* Tune to EBS channel for government disaster information.

**Equipment**

* Assess damage and make necessary repairs.
* Contact mutual aid parties and implement agreements.

**Inventory**

* Assess damage and take corrective action.

**Agency Vehicles**

* Assess damage and make repairs as appropriate.

**Utility Systems**

* Utilize emergency power if necessary.
* Assess damage to utility systems and shut off damaged or dangerous systems (e.g. gas) until inspected.

**Vital Records**

* Safeguard critical documents and computer data.

**Continuation of Services**

* After damage assessment of agency functions and assets, determine possibility of continuing to provide services.

**Recovery**

**(Things to do after the disaster is over)**

**Employees**

* Assess assignment of employees for return to normal operation.
* Assess assignment of authority for emergency response.
* Review and revise the overall emergency plan based on your disaster experience.

**Structures**

* Determine capital improvement program for existing facilities or provide relocation of facilities if needed.

**Communication Systems**

* Replace or repair damaged communication equipment.
* Assess sufficiency of present system in a disaster.

**Equipment**

* Repair or replace damaged equipment.

**Inventory**

* Replace all essential supplies and restock emergency kits.

**Agency Vehicles**

* Repair or replace damaged vehicles.

**Utility Systems**

* Maintain contact with utility companies to determine restoration of services.

**Vital Records**

* Assess safeguard of critical documents and computer date and take necessary actions.

**Continuation of services**

* Assess gaps in delivery of services and make appropriate changes for future disasters.

**Sample checklist for developing and assessing emergency plan (Annex A-1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task**  **Preparedness** | **Do We Need It?** | **Who Plans It ?** | **Completion Date** | **Who Does It?** | **Drill Date** |

**Employees**

assignments . . . . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ list of employees . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ evacuation proceedures . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ notification list . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ prepare at home . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ evacuation procedures . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ exercises . . . . . . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Structures**

risk assessnment . . . . .. . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ damage assessment . ... . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Communication Systems**

phone numbers. . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ power source.... . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ communications equiipment . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ batery radio . . . .. . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Equipment**

vital equipment... . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ hazard assessment. . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ assessment & maintenance. . .. . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ mutual aid . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Inventory**

material resources . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ emergency supply . . . .. . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ inventoryAssessment. . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Vehicles**

list of vehicles. . . . . . . . . .. . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ proceedures . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Utility system**

test emergency power . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ shut off gas and water. . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Vital Records**

importanat papers. .. . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ off site storage. . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ computer operations. . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Continuation of Services**

restore records . . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ personnel... . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ mutual aid . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Sample checklist for developing and assessing emergency plan (Annex A-2)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task**  **Emergency Response** | **Do We Need It?** | **Who Plans It ?** | **Completion Date** | **Who Does It?** | **Drill Date** |

**Employees**

emergency team . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ reassign functions . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ evacuation proceedures . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ account for staff . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ reports, check lists, logs. . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Structures**

damage assessment . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ clear reparis . . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ building safe to use. . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ .

**Communication Syst**

emergency system . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ EBS chammel. . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Equipment**

assess, repair . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ mutual aid. . . . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Inventory**

assess damage . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Agency Vehicles**

assess damage, repairs . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Utility System**

emergency power . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ assess damaage, shut off. . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Vital Records**

safeguard documents . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ reassign functions . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Continuation of Services**

possibility of continuing. . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Sample checklist for developing and assessing emergency plan (Annex A-3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task**  **Recovery** | **Do We Need It?** | **Who Plans It ?** | **Completion Date** | **Who Does It?** | **Drill Date** |

**Employees**

return to normal . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ assess authority. . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ review emergency plan. . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Structures**

capitol improvement. . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Communication system**

repair or replace . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ assess system. . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Equipment**

replace or repair . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Inventory**

damage assessment . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ clear reparis . . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ building safe to use. . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Agency Vehicles**

replace or repair . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Utility System**

restoration of service . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Vital Records**

assess safeguard . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_

**Continuation of Services**

assess gaps. . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...\_\_\_\_\_\_\_ 

**Emergency Kits**

**(Annex B)**

Keep an assortment of all materials you will need for your agency and its people to function safely and effectively for at least three days. Get suggestions from all your departments on items to keep on hand. Your kits should be stored in a safe but accessible place and will, ideally, be in containers which are strong but not to heavy to move easily. Remember, if your emergency supplies are not readily accessible, they will not be updated as often as they should!   
Some items everyone should have available:

* Copies of all your disaster-related material on the very top.
  + A copy of your emergency plan
  + Names of all those with key functions in an emergency
  + Miniplans and checklists for key personnel
  + Updated list of staff (and volunteers) with phone numbers
  + List of communication and transportation resources
  + Maps (of facility and of city or surrounding area)
  + Directions for shutting off gas, water, pilot lights etc.
* A weeks supply of all forms needed to provide your primary services and to maintain agency and employee records
* Office supplies (notebooks, pens, staplers, etc.)
* Laptop computer and power supply, along with updated copies of files
* Spare cellular phone or other communications equipment, if any
* Extra fire extinguishers
* Flashlights and spare batteries
* Warm clothing and blankets for staff
* First aid kits
* Water and purification tablets or bleach (with instructions). If you are running a kitchen you will need extra water for washing, even if you do use plastic and paperware.
* High-energy snack food for staff and volunteers
* Assorted hand tools, including wrenches for turning off gas and water

**Non-Structural Hazard Mitigation**

**Annex C**

Non-structural hazard mitigation is just professional jargon for inspecting your area and getting rid of potential sources of danger. Xn fact, the process is almost identical to the one you should use in your own home. You'll notice that these tips are all specifically earthquake oriented, but that seems sensible here on the Central Coast.

* Plan and mark evacuation routes.
* Mark shut off valves for water and gas, and the master electrical switch.
* When possible, store flammable (cleaning supplies, etc.) outside main building.
* Secure cabinets, shelves etc. to a structural support (not to a plaster wallboard).
* Don't store heavy objects on high shelves or on top of cabinets.
* Be sure wall mounted objects (clocks, pictures) are secure.
* Fragile items on shelves should be tied down with fishing line or held in place with velcro on the bottom of the item and on the shelf. Yes, the glue my permanently mar the surface.
* If you must hang plants from the ceiling, make sure they are not connected only to a false ceiling and that they won't sway enough to break windows or hit anything.
* Secure cabinet doors (especially those with fragile items) with sturdy latches.
* Secure computers to desks with heavy-duty velcro or with raised strips of wood trim.
* Strap hot water heater to wall.
* Block stoves and other appliances so they can't slide, and use flexible gas lines.