

## EMERGENCY/DISASTER READINESS CHECKLIST

When creating your Emergency Readiness Plan, consider the different threat scenarios to ensure your plan fits any type of emergency/disaster. Potential scenarios include, but are not limited to, weather (tornado, flood, mudslide, earthquake, blizzards, hurricanes, ice storms), bombing, fire, power plant threat, terrorist threats, gun fire and a pandemic situation.

The following is a 'readiness' checklist which can be used as a tool to assist with preparation for a potential emergency or disaster.

- ✓ Alternative Work Location
  - Other state office buildings or satellite offices.
  - Could employees work from home?
  - Alternative working hours.
  
- ✓ Hardware
  - Computer.
  - Printer.
  - Telephone.
  - Fax machine.
  - Calculator.
  - Microfilm/imaging machine.
  
- ✓ System
  - System back-up's.
    - Location of back-up data.
    - Location of system/paper files (if applicable).
  - Deposit system.
  - Processing system.
  - Refund system.
  - Electronic services (e-file, e-pay).
  - Passwords and logins kept secure at an offsite location
  
- ✓ Software
  - Network files/folders.
  - Word.
  - Excel.
  - E-mail.
  - Access.
  - Internet/Intranet.
  - Access to statutes, rules, regulations, policy and procedural databases.

- ✓ Critical Processes/Tasks
  - Determine minimum processing requirements and priorities. (What tasks must be performed)?
    - Deposit.
    - Licensing.
    - Payment processing.
    - Refunds. (To avoid refund interest being paid).
    - Return processing. (Are returns available on the internet)?
  - Determine the impacts of a critical task not being completed.
  - Determine what the requirements should be for filing fuel tax returns in an industry disaster/threat (Blanket order for some states). This should determine the penalty, due dates etc...
  - Determine the minimum IFTA and regulatory requirements in order to transport fuel to the affected areas such as waiving the requirements, bonds and taking the applications by any means.
  
- ✓ Emergency Notification
  - Notify needed stakeholders.
    - Media.
    - Employees.
      - Develop employee phone call 'trees'.
    - State agencies.
    - Other States.
    - Federal Government (IRS, FHWA).
    - Petroleum Marketers.
    - Attorney's, CPA's.
    - State contractors and/or vendors (Supplies, etc.).
    - Temporary agency (for the full time employees who can not make it in)
    - Website posting of the disaster/threat.
  
- ✓ Evacuation
  - Develop an evacuation plan.
    - Employee meeting location.
    - Method to 'account' for all employees.
    - Consider special needs or disabled employees.
    - Practice the plan.
  
- ✓ Other Considerations
  - Employee safety.
  - Employee emergency contact information.
    - Employee allergies?
  - First Aid.
    - Are kits available in the office?
    - Flashlight.
    - Extra batteries.
    - Emergency numbers and address.
    - Battery operated radio.

- Communication Plan.
  - Distribution of all readiness plans to employees, including visual posting of the plans.
  - Clear chain of command.
  - Ability to shut off breakers in case of smoke, anthrax or any other airborne illnesses or threats.
- Disaster Recovery.
  - Develop a plan for restoring the institutions ability to operate.
- Business Resumption.
  - Develop a plan to identify the tasks and resources required to bring the institution back to full service.
  - Develop a plan for reopening the institution.
- Test Your Plan.
  - Perform simulation disaster tests to ensure your plan is complete.

