

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.