Agency Emergency Preparedness Plan Checklist

☐ Identify plan for when employees should stay home depending on level of threat and guidance from the CDC/DPH

☐ Human Resource Management
  o Identify point person
  o Communications plan
  o Key Tasks identified
  o Sick leave policy assessment
  o Travel policy assessment
  o Employment policy assessment
  o Payroll maintenance

☐ Governance
  o Alternative to in-person meetings identified
  o Emergency Ad Hoc Committee if needed
  o Plan to decide about partial or full agency closure
  o Plan in case key staff are incapacitated

☐ Operations
  o Ensure agency space is safe and clean
  o Ensure adequate supplies on hand
  o Technology plan
  o Communicate emergency needs to funders

☐ Programs and Services
  o Identify non-essential and essential programs and services
  o Plan for temporary suspension of non-essential services
  o Plan for keeping essential services open in safe manner
  o Plan for event cancellations

☐ Financial & Investment Management
  o Plan to monitor and react to market changes if have investments
  o Plan to monitor financial institutions to ensure banking is not interrupted

☐ Post-Crisis Assessment
  o Plan to get back to business as usual as quickly as possible
  o Assess impact on key stakeholders and infrastructure
  o Assess the impact on the community and if you can help mitigate it