

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
 - Identify point person
 - Communications plan
 - Key Tasks identified
 - Sick leave policy assessment
 - Travel policy assessment
 - Employment policy assessment
 - Payroll maintenance

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

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

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

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

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