

DISASTER PREPAREDNESS

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Forms, Checklists and Resources - Spring 2006

Evacuation Box Checklist.....	2
Board & Volunteer Contact Record.....	3
Business Contact Record.....	4
Donor Contact Record.....	6
Employee Contact Record.....	7
Computer Inventory.....	8
Software Inventory.....	9
Equipment Inventory.....	10
Office Inventory.....	11
Pre-evacuation Task List.....	12
Pre-evacuation Employee Report.....	14
Additional Resources.....	15



Louisiana Association of Nonprofit Organizations

700 N. 10th Street, Ste. 250, Baton Rouge, LA 70802
225-343-5266 | 225-343-5363(fax) | www.lano.org

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Evacuation Box Checklist

Updated on: _____ by: _____

Organization Documents & Policies

- Travel
- Personnel
- Charter
- Bylaws
- IRS determination letter
- Standards Certification Binder

Financial Statements / Documents

- Depreciation Schedule
- Statement of Financial Position
- Statement of Activities
- Annual Budget
- Most recent audit
- Grant and contract deadlines/requirements

Insurance policies

- Flood
- Fire
- Director & Officers
- Business Interruption
- Property
- Liability Protection

Contact information

- Employees
- Board of Directors
- Clients
- Funders/stakeholders/donors

Checks

Business Credit Card

Petty Cash

Inventories

Photos of office

Digital backups (tapes, external harddrives)

Battery-powered radio/TV/flashlights

Extra batteries

Corded telephone

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Board & Volunteer Contact Record

Updated on: _____ by: _____

Name _____

Role _____

Work Information

Employer _____

Position _____

Address _____

City _____

State _____ Zip: _____

Phone _____

Email _____

Home Information

Address _____

City _____

State _____ Zip: _____

Phone _____

Email _____

Cell Phone _____ Text Msg? Yes No

Emergency Contact 1

Name _____

Relationship _____

Phone _____

Location _____

Emergency Contact 2

Name _____

Relationship _____

Phone _____

Location _____

Community Response

Disaster National Guard

211/Crisis Line

Role(s) Office of Emergency Preparedness

Fire Department

Red Cross Shelter Worker

Chaplain

Law Enforcement

Other _____

Certifications First Aid

EMT

CPR

Ham Radio

Special Licenses (list):

Notes

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

General Business Contacts

Updated on: _____ by: _____

Business Type	Name	Office Phone	Cell Phone	Email
Accountant/CPA				
Banker				
Benefits Admin.				
Building Manager				
Building Security				
Creditor				
Creditor				
Creditor				
Electric Company				
Gas/Heat				
I.T. Consultant				
Insurance Agent(s)				
Insurance Agent(s)				
Insurance Agent(s)				
Internet Service				
Landlord				
Lawyer				
Payroll Processing				
Phone Company				
Website Host				

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Donors/Funders Contact Record

Updated on: _____ by: _____

Contact Information

Donor / Funder	_____	Contact Name	_____
Address	_____		
City	_____	State	_____ Zip: _____
Phone	_____	Email	_____
Cell Phone	_____	Text Msg?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Funding, Programs, Deadlines & Notes

List type of funding, amount, whether or not restricted, programs they fund and reporting deadlines.

Contact Information

Donor / Funder	_____	Contact Name	_____
Address	_____		
City	_____	State	_____ Zip: _____
Phone	_____	Email	_____
Cell Phone	_____	Text Msg?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Funding, Programs, Deadlines & Notes

List type of funding, amount, whether or not restricted, programs they fund and reporting deadlines.



CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Employee Contact Record

Updated on: _____ by: _____

Name _____ Position / Role _____

Home Information

Address _____
City _____ State _____ Zip: _____
Phone _____ Email _____
Cell Phone _____ Text Msg? Yes No

Emergency Contact 1

Name _____ Relationship _____
Phone _____ Location _____

Emergency Contact 2

Name _____ Relationship _____
Phone _____ Location _____

Community Response

Disaster Role(s) National Guard Office of Emergency Preparedness Red Cross Shelter Worker Law Enforcement 211/Crisis Line Fire Department Chaplain Other _____

Certifications First Aid CPR Special Licenses (list): EMT Ham Radio NIMS

Notes

Disaster Preparedness & Organizational Continuity

Computer Inventory

Updated on: _____ by: _____

General Information

User _____	Department / Program _____
Vendor _____	Purchase date & price _____
Brand _____	Model _____
Model # _____	Serial # _____

Hardware Specs

Processor (mHz) _____	Harddrive (GB) _____
Memory/RAM _____	CD Drive _____
Other Hardware _____	

Software / Applications

Operating system _____	Office version _____
Antivirus version _____	
Other software _____	

Monitor

Brand _____	Model _____
Model # _____	Serial # _____
Vendor _____	Purchase date & price _____
Notes _____	

Notes

Disaster Preparedness & Organizational Continuity

Software Inventory

Updated on: _____ by: _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____



Disaster Preparedness & Organizational Continuity

Special Equipment Inventory

Updated on: _____ by: _____

General Information

User _____	Department / Program _____
Vendor _____	Purchase date _____
Price _____	Quantity _____
Brand _____	Model _____
Model # _____	Serial # _____

Replacement information

Vendor _____	Phone # _____
Alternate Vendor _____	Phone # _____
Order time for replacement _____	

Features / Specs

Notes

Disaster Preparedness & Organizational Continuity

48 Hours Pre-evacuation Tasks

Updated on: _____ by: _____

48 hours prior to evacuation

Tasks	Person Responsible	Completed?
Go shopping <ul style="list-style-type: none"> - 1 gallon of water per day and food for all essential employees, volunteers, and clients for at least 3 day - Other response supplies identified 		
Remind board, employees and volunteers of communication plan, check-in times and methods		
Have employees and board leadership complete pre-evacuation data sheet		
Remind employees of disaster policies & procedures		
Communicate with stakeholders and response collaboration partners, confirm gathering point location, time, response functions		

Disaster Preparedness & Organizational Continuity

24 Hours Pre-evacuation Tasks

Updated on: _____ by: _____

24 hours prior to evacuation

Tasks	Person Responsible	Completed?
Gather evacuation boxes <ul style="list-style-type: none"> - Most recent digital backups - Print out of recent client list - Update payroll information 		
Record new voicemail message for office <ul style="list-style-type: none"> - What your organization's response actions are, who to contact with questions, where response operations will be located, when someone will be back in office (if possible) 		
Raise electronics off the floor, away from windows		
File all papers & lock cabinets		
Withdraw petty cash		
Pack up equipment being evacuated		
Lock all windows, close every interior door, post contact information in waterproof cover conspicuously (in case emergency crews need to contact you), lock exterior door		

CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

Additional Resources

Resource Lists

- DSS—Community Mobilization and Outreach Specialists Directory
- FEMA Voluntary Agency Liaison (VAL) Representatives
- Louisiana Association of Volunteer Center Directors
- Louisiana Food Banks
- Louisiana Spirit Crisis Counseling for Hurricane Recovery
- Louisiana United Ways
- Louisiana VOAD
- Regional Continuum of Care Resource Collaborations for the Homeless

Publications & Web Sites

- *Help After a Disaster: Applicants Guide to the Individuals and Households Program*
http://www.fema.gov/pdf/about/process/help_after_disaster_english.pdf
- *Emotional and Spiritual Care, An Introduction on Basic Concepts* (A NVOAD publication)
<http://www.nvoad.org/articles/ESCCchapterB.pdf>
- *Your Family Disaster Plan* by OHSEP Louisiana
http://www.ohsep.louisiana.gov/plans/Fam_Dis_Plan.doc
- Louisiana Speaks—Parish Long Term Recovery Planning Tool <http://www.louisianaspeaks.org/>
- *My Hurricane Story: A Guided Workbook for Children* www.mercycorps.org
- *Disaster Recovery: A Guide to Financial Issues* by AICPA Foundation. Available from Society of Louisiana CPAs, 800-288-5272 or www.lcpa.org
- *Open for Business: A Disaster Planning Toolkit for Small to Mid-Sized Business Owners* Order from Public Entity Risk Institute, www.ibhs.org
<http://www.riskinstitute.org/test.php?pid=pubs&tid=1142&searched=1>
- *NVOAD Links to Related Web Sites* <http://www.nvoad.org/links.php>
- Louisiana Rebuilds Portal <http://www.louisianarebuilds.info/>
- Louisiana Disaster Recovery Foundation <http://louisianahelp.org/>