

CIS Disaster Recovery Kit

A disaster, large or small, can be a hectic time. Preparation is key to lessening the impact and accelerating the time to restoration of services. This electronic kit will provide a breakdown of necessary items and includes links to relevant documents to facilitate the process.

Continuity of Operations	Not Started	In Progress	Completed	N/A	Notes
Continuity of Operation Plans (COOP) in place. See Risk Resource Library for template and directions for State's COOP Software-as-a-Service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management succession plan developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internal emergency response team identified and updated annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elected Official's Emergency Operation's Guide on hand. Note: See Risk Resource Library for Elected Official's Emergency Operations Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Member personnel received National Incident Management Systems (NIMS) training commensurate to their responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency resources and partnerships are identified through appropriate documentation (IGA/MOU/MOA).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The following documents are available and are stored in the cloud, on a flash drive, or are ready to go in a file/binder: <ul style="list-style-type: none"> Insurance plans Contracts for suppliers and vendors Fixed asset inventory list Employee handbook Emergency operations plan Continuity of operations plan Emergency mutual aid agreements and labor agreements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication devices are on a synchronized channel. Note: Make sure to have extra batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Generator is regularly maintained and tested (start generators bi-annually or as directed by manufacturer) to ensure proper working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contact information is up to date for emergency management, employees, vendors, and insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There's a back-up plan for payroll and accounting systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a plan in place to communicate with employees when phones are down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a plan in place to communicate with the public when phones are down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IT Operating Systems	Not Started	In Progress	Completed	N/A	Notes
An inventory list of hardware and software is kept that includes: <ul style="list-style-type: none"> • Installation materials • Licensing keys • Serial numbers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disaster Recovery Script is in place. Note: Consider how data will be recovered and restored after an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Member has a COOP technology plan in place, which includes regularly scheduled and geo-redundant backups of server data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Office Tools and Supplies	Not Started	In Progress	Completed	N/A	Notes
Member has a non-sparking shut-off wrench to turn off gas and water. Person responsible identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashlights are available with extra batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There's a 3-day supply of food and water available for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A comprehensive first aid kit is available. Note: Check annually to replace out of date supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pens, pencils, stapler & staples, calculator, paperclips, binder clips, rubber bands, envelopes, labels, post-it notes, various types of tape and notepads are available in a ready-to-go container for incident command center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell phone(s) with chargers are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supplies	Not Started	In Progress	Completed	N/A	Notes
PPE supplies are available, including: <ul style="list-style-type: none"> Masks to filter dust and contaminated air Plastic and work gloves in different sizes Safety glasses or goggles 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General supplies are available, including: <ul style="list-style-type: none"> Stock of paper towels Toilet paper Moist towelettes Towels Soap/Hand Sanitizer Bleach or disinfectant 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation supplies are available, including: <ul style="list-style-type: none"> Plastic bucket with tight lid Plastic garbage bags Feminine supplies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Evacuation Planning	Not Started	In Progress	Completed	N/A	Notes
Exits are clearly marked and emergency lights working. Exit doors are free of obstructions, both internally and externally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are primary and secondary evacuation routes established and communicated with staff based on the type of emergency. Note: Annual training exercises are encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Necessary equipment has been identified to address ADA needs for evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community evacuation shelters have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Active shooter shelter-in-place locations have been identified and communicated with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures for inclement weather have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication devices are on a synchronized channel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Go Bags for Field Staff	Not Started	In Progress	Completed	N/A	Notes
Consider having a 3-day supply of food and water for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle first aid kit are provided to staff. Note: Check annually to replace out dated supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashlight and extra batteries are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Go Bag includes an emergency blanket.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff are provided with a whistle to signal for help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff have a device to alternatively charge their cell phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encourage employees to create family and pet emergency evacuation and communication plans. See Create Your Family Emergency Communication Plan and Preparing Your Pets for Emergencies Makes Sense .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Miscellaneous	Not Started	In Progress	Completed	N/A	Notes
Automated External Defibrillators (AED) are available. Ensure they are working properly, and pads not expired. Staff are trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff identified as CPR certified, First Aid certified or having Community Emergency Response Training (CERTs). Ensure training is current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For emergency claims reporting call 1-800-922-2684, ext. 3885 to be connected immediately to Gail Fischer, Property/Liability Claims Manager. If you are calling after hours with an emergency, call the emergency claims number, 503-763-3897, and your call will be forwarded to the on-call claims examiner.

