

**DISASTER PREPAREDNESS:
CONTINUITY OF OPERATIONS PLAN (COOP)**

**48 Hours Pre-Evacuation
Checklist**

Updated on: _____ by: _____

48 hours prior to evacuation

Tasks	Person Responsible	Completed?
REMIND BOARD, EMPLOYEES AND VOLUNTEERS OF COMMUNICATION PLAN, CHECK-IN TIMES, EMAIL ADDRESSES AND PHONE NUMBERS.		
HAVE EMPLOYEES AND BOARD LEADERSHIP COMPLETE PRE-EVACUATION REPORT, AND THEN ADD THEM TO YOUR DISASTER BOX.		
REMIND EMPLOYEES OF DISASTER POLICIES AND PROCEDURES, ESPECIALLY ANY PAYROLL EFFECTS.		
COMMUNICATE WITH STAKEHOLDERS AND RESPONSE COLLABORATION PARTNERS TO CONFIRM GATHERING POINT LOCATION, TIME AND RESPONSE FUNCTIONS.		
COMMUNICATE WITH YOUR PROPERTY MANAGER SO THAT YOU KNOW EACH OTHERS' PLANS. GET COPIES OF KEYS AND SECURITY CODES IF NECESSARY.		
IF YOUR NONPROFIT WILL BE ACTIVE IN THE HURRICANE RESPONSE EFFORTS, GO SHOPPING FOR: <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 DAYS ○ SPARE BATTERIES FOR FLASHLIGHTS, RADIOS, PORTABLE TVs AND OTHER ELECTRONICS ○ OTHER SUPPLIES YOU IDENTIFY AS NECESSARY FOR YOUR RESPONSE ACTIVITIES 		
WITHDRAW PETTY CASH		

**DISASTER PREPAREDNESS:
CONTINUITY OF OPERATIONS PLAN (COOP)**

**24 Hours Pre-Evacuation
Checklist**

Updated on: _____ by: _____

24 hours prior to evacuation

Tasks	Person Responsible	Completed?
GATHER UPDATES FOR YOUR DISASTER BOXES <ul style="list-style-type: none"> ○ MOST RECENT DIGITAL BACKUPS ○ PRINT OUT OF UP-TO-DATE CLIENT AND FUNDER LISTS ○ UPDATED PAYROLL INFORMATION 		
SET UP A CHEAP ANSWERING MACHINE AND RECORD NEW VOICEMAIL MESSAGE FOR YOUR OFFICE EXPLAINING: <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) 		
UNPLUG ALL ELECTRONIC EQUIPMENT. RAISE ELECTRONICS OFF THE FLOOR AND AWAY FROM WINDOWS. COVER ELECTRONICS WITH TRASH BAGS.		
FILE ALL PAPERS AND LOCK ALL CABINETS AND DRAWERS.		
COLLECT RECENT MAIL TO TAKE WITH YOU		
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.		