

Please use the guiding checklist below to thoroughly review County Disaster Preparedness Plans.

Category	Question	<input checked="" type="checkbox"/>
STAFF	Is all information on your County Disaster Preparedness Plan up to date, including information on staff that may be on extended leave? Are there emergency contacts listed for each staff member that lives outside their household?	
	Does everyone have a hard copy of the disaster plan? How do you plan to contact staff during and after a disaster; what is your plan for when phones are NOT working?	
	Are staff prepared to handle emergency situations in the absence of Agents? Who will contact staff if Agents cannot perform this task? Does the office have an emergency kit or supplies that can meet all staff needs and limitations?	
	Do you have a home disaster plan? Do office staff have disaster commuter plans? What is the plan to assist staff members that may be victims of a disaster?	
SURROUNDINGS/SPACE	In case of severe weather or a disaster is there a designated safe space on property? If not, where do you go to shelter in place? How many ways are there to exit the property; what could potentially block those exits?	
	Where is the emergency alert equipment located; is it checked regularly?	
	Are there areas of DB property that may be of higher risk during a disaster? In the event of a disaster, what is your plan for debris removal?	
	Do you have a disaster plan for all DB facilities and have those plans been communicated with outside groups that use the facilities? If not, how will you prepare these groups?	
SYSTEMS	What plans do you have in place for when utilities are not working; can everyone report utility outages? Does everyone know: where breaker boxes are located; how to shut off	



	water; if you have a generator/how it works?	
	Are computers backed up to One-Drive? Is there more than one person on staff that can reboot servers and knows passwords for office systems?	
	Does everyone on staff have a cell phone and can office calls be routed to that cell phone? Do you have a work plan with staff that do not have access to internet service at home?	
	Do each of your county vehicles have emergency kits and are they checked regularly? Are vehicles regularly serviced?	
STRUCTURE	What structural improvements for safety are currently needed at DB facilities? Are DB facilities routinely checked for potential issues (ex: water heaters, crawl spaces, attics)?	
	Does everyone on staff know how to safely “open” the building following a disaster? Will your DB facilities be open to the public or used by an outside group in the event of a disaster; how will this be communicated to the public?	
	Where do you plan to operate should your county office be damaged in a disaster? Does everyone on staff know the alternate work location and how to organize it for use; how will the public be notified? Do you know your county insurance representative and how to contact them should your DB facilities be damaged in a disaster? Does your DB have a safe place to store equipment/vehicles should you lose your current storage space in a disaster?	
	If facilities/equipment is owned by an Extension group, does the leadership of that group know how to report damage? How do you plan to support such leadership after a disaster?	
SERVICE	Do you have a working relationship with your County Emergency Manager? Who is the point of contact for your office and Emergency Management?	
	Does office staff have access to, and a plan to use, ready-made marketing materials that can direct clientele after a disaster? What community partners do you plan to work with after a disaster (ex: ANR Agents and FSA)?	

