



EMERGENCY PREPARDNESS / DISASTER RECOVERY WORKSHEET

Association:

I. PERIL CONSIDERATION

Peril/Disaster Planned for: _____

(All of the following should be answered in the context of this Peril/Disaster.)

A. Discuss the likelihood of occurrence, include discussion of when most likely to occur

B. List of possible effects to the association:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

C. List possible side effects that may result:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

II. Planning:

A. Budget Plans: Discuss financial plan established to satisfy contingencies, such as deductibles, uninsured losses, and emergency expenditures.

B. Insurance Plans:

- | | YES | NO |
|--|-------|-------|
| 1. Is peril covered for all possible resulting losses? | _____ | _____ |

2. What is not covered? Is coverage available? At what cost?

3. What is deductible? _____

How is it applied? _____

4. Are side effects covered or considered?

5. What is total insured coverage amount?

6. Any member responsibility for deductible?

7. Determine and discuss adjusting and loss reporting with insurance agency and record contact names and phone numbers on emergency list and record procedures below:

C. Planning staff:

1. Does association employ staff? _____ If so, how many? _____

2. Prepare and attach brief job description for employees of association during peril.

3. If employees are not on the job during peril, discuss necessity of contacting them and attach roster listing emergency contact phone number and address (remember, phone service may be interrupted).

4. Employees should review their job descriptions for this peril on a regular basis. Who will accomplish this and how often?

5. Advise employees what to do if they are not on site and know a peril occurred that affected the association (e.g., report in, proceed to certain location, and so on).

6. What volunteers are needed for this peril?

7. Prepare a roster of resident professionals, such as trained medical persons, police, firefighters, engineers and attach to the emergency information schedule.

8. Repeat steps 2, 3, and 4 for volunteer staff.

D. Communication Planning:

1. Discuss and prepare preperil communication to membership. Integrate and consolidate this communication with that of other disaster plans. Publish this

information for membership. (Include what is required of membership during or after peril.)

2. Create, post, and publish evacuation routes.
3. Establish hierarchy of communication during and after the peril – e.g., who is authorized, qualified to issue communication.

4. What emergency communication methods are available? Consider battery-operated methods, such as bullhorns and preprinted forms of written communications.

E. Physical Plant Plans

1. What machinery, motors, pumps, valves, or equipment might be affected by this peril?

2. “As built” drawings of all facilities, with electrical, water, wastewater, HVAC distribution systems?

3. Does the manufacturer recommend any action to properly secure this equipment?

If not, do any service companies recommend any action?

4. Who is assigned to carry out any preventive or securing action on this equipment? (This procedure must be reviewed with such person regularly.)

5. Considering failure of this equipment, who can replace it and how long will it take?

6. Will such interruption cause a need for additional plans – if so, what?

III. Preparation:

A.

1. What schedule has been established to review this plan?

2. What contractors or repairpersons might be needed during the disaster?

 3. Confirm with contractors and repairpersons their ability to repair the affected structures and equipment. Inquire about additional information needed during or after the disaster that will expedite repairs – such as model #s, manufacturer’s name.
 4. Develop and attach a brief policy statement outlining the hierarchy of leadership and authority for the peril. Include authority to incur expenses.
- B. Preparation – Disaster Master File (duplicate files stored in two locations):
1. Complete the attached emergency contact information schedule, then review it and make any deletion or additions necessary. (See pages 12 and 13.)
 2. This information should be made readily accessible to the board of directors, managers, and staff. (Keep copies of the Master File in a three-ring binder indexed with the various peril plans.)
- C. Preparation – Physical Plant Information:
Review the attached list of potential physical plant items and add and delete as necessary. Then complete the schedule and attach it to the Disaster Master File.
1. Roof – Type, color, brand, source, size, etc.

 2. Attach dated photographs of the association’s physical belongings. These will help expedite any claim for their loss.
 3. Attach “as built” site plans (8.5 x 11 size preferably) showing location of water lines and cutoffs, equipments, electrical main circuits, gas or fuel oil lines and cut-offs, sewer lines and clean-outs, location of emergency equipments such as fire extinguisher, etc. Include evacuation routes.
- D. Preparation – Administration:
Review any previously published material sent to members concerning any peril that occurred in the past. Create sample communications to owners for a given peril. (e.g., in the case of severe freeze with frozen pipes:
1. Pre-occurrence notices of prevention such as cutting off water and/or maintaining heat in vacant residences when winter arrives. Information on insulating pipes. Include information about what the association can or will do to assist members during such an occurrence. Also, establish what insurance coverage is afforded to members.
 2. During the peril, emergency communication about the facts of the peril, such as: pipes are frozen and help is/is not available. Expected repair schedule and insurance claims procedures.
 3. Post-Peril communication such as final repairs, final insurance claims and celebration of accomplishments.)

E. Preparation – Supplies

Item	Needed Yes/no	Quantity	Location of Supply (if on-site, put location)
First Aid Equipment			
Emergency Rope or Tape			
Blanket or sheet to cover accident victim			
Megaphone (battery operated)			
Flashlights			
Radios			
Spare batteries			
Flares			
Pasteboard and markers for signs			
Blockades/flashing lights			
Canned drinking water			
Portable generators			
Smoke/fume extractors/ventilators			

IV. Prevention of Damage/Disruption

1. Have property reviewed by a loss prevention specialist and issue a report for the file.
2. Conduct regular fire drills in cooperation with fire department. Put schedule of past and future drills in the file.
3. Establish schedule to have smoke and heat alarms and warning systems checked.
4. List any minute physical property prevention techniques such as removing endangered furniture, removing windscreens, etc.

Who should perform these tasks?

V. Coordination with Authorities

1. Review this plan with appropriate governmental authorities and list names and phone numbers of these officials.

2. Provide authorities with names and phone numbers of management and association contact persons. List names and phone numbers supplied to public authorities.

3. List any special advance arrangements to make with local authorities. (e.g., may local authorities use the clubhouse as emergency shelter? Which association members have four-wheel drive vehicles and can help provide transportation for emergency personnel?)
