

HURRICANE PREP CHECKLIST FOR LOCAL GOVERNMENTS



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(806) 794-3278



3 DAYS BEFORE EVENT

REVIEW EMERGENCY ACTION PLANS:

- Key Employees – **WHO** is providing critical services
- Equipment – **WHAT** equipment is needed support critical services; how will it be replaced if lost or destroyed

COMMUNICATION:

- Employees - **HOW** will key (and secondary employees) communicate in the absence of electronic means
- Citizens – **HOW** will the organization communicate to the citizen-customers; plan on forwarding main phone line(s) to a cell phone during the event

INFORMATION TECHNOLOGY:

- Payments – Have a plan for taking payments using paper receipt books until electricity and internet is available
- Services – Let staff know how citizen-customer services will be handled in the absence of phone/internet; make sure your software providers have cloud-based services instead of local servers

LOCATION:

WHERE and **WHEN** will staff meet after the event to re-establish services? Notify staff what to expect during and after the event

PARTNERSHIPS:

Establish partnership agreements with surrounding communities to share support and equipment

DURING THE EVENT

Critical Services – Police, Fire and Utility services should remain alert during the onset of the event; keep units on standby around the area to watch for flood waters, road damage and downed power lines

Communication – Forward main city phone lines to a cell phone in case phone lines go down. Keep the cell phone powered up at all times

AFTER THE EVENT

Follow Through – Keep the Emergency Action Plans in place as much as possible

Rally Point – Muster staff according to the plan and locate missing employees

Services – Provide citizen-customer services as able

FEMA Grant Information – Here's a great resource for applying for FEMA grants due to disasters:

<https://portal.ct.gov/DEMHS/Grants/FEMA-Public-Assistance/General-Guidance-and-Forms>