Looking forward over the next ninety (90) days, which items below can you (and your unit) address (and when )to help prepare for disaster, response and recovery?

1. Insurance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Examine Insurance Policy |  |  |  |  |
| Determine needs of Insurance Broker |  |  |  |  |
| Gather Maintenance logs |  |  |  |  |
| Other records that include description/location/condition of assets records |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Examine and define regular hours vs overtime hour policy and disaster pay policy |  |  |  |  |
| Examine and update JD of personnel assigning roles and responsibilities related to disaster response and recovery |  |  |  |  |

2. Payroll and Personnel Policies:

3. Procurement and Contracting Policies:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Purchasing, contracts for service and construction policies conform to Uniform Guidance |  |  |  |  |
| Local Emergency Procurement procedures imbedded:   * Allows Sole Source * Defines when emergency procurement is allowable * Includes pre-approved contracts for emergency services and goods * Specifies situations when non-competitive procurement is acceptable * Identifies who has authority to approve certain amounts or types of procurement arrangements * Emergency and Capital budget and decisioning integrated into procurement policy |  |  |  |  |
| Do they have agreed upon procedures for recordkeeping? |  |  |  |  |
| Are there any critical partners missing OR does the partner list need updated or expanded? |  |  |  |  |

4. Mutual Aid Agreements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Identify jurisdictions for potential MUAs; OR examine and/or update existing MUAs |  |  |  |  |
| Do they have procedures and assignments predetermined? |  |  |  |  |
| Do they have agreed upon procedures for recordkeeping? |  |  |  |  |
| Are there any critical partners missing OR does the partner list need updated or expanded? |  |  |  |  |

5. Local Disaster Recovery Manager:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Examine the need to establish the role of Local Disaster Recovery Manager |  |  |  |  |
| Develop a Pre-Disaster Recovery Plan, process with be ongoing with EM and LG Staff and critical stake holders |  |  |  |  |
| Continue to develop a long-term plan for training and update that include vulnerable residents in your community such as seniors and disabled populations |  |  |  |  |

**Other Considerations:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Needed** | **Responsible Party @ Unit** | **When in the next 90 days?** | **Assistance needed from Centralina?** |
| Record Retention Policy |  |  |  |  |
| Conflict of Interest Policy |  |  |  |  |
| * Building Code Updates   + Consider cost implications   + How will your unit pay for the any differences |  |  |  |  |
| Partners Missing from the Conversation   * School District Personnel * Long Term Care Facilities * Social Services Directors * Public Works Directors * Water & Wastewater Directors * Parks and Recreation Directors * Utility Directors * Others? |  |  |  |  |
| Shelter System – Have you budgeted enough?  Consider:   * Does it have Wi-Fi? * Backup Generators? * Pet-Friendly? * Family Accommodations? * ADA Accessible? * Short Term Stays? * Options for longer-term accommodation? Who pays? |  |  |  |  |