



Incident Preparation Checklist

This checklist is designed to assist local office Incident Managers and Incident Command Teams perform and manage a series of actions in an anticipated interruption to their business. These actions will mitigate the chances of a business disruption and minimize the effects of potential damage. These examples include but are not limited to:

- Inclement weather (hurricanes, tropical storms, severe heat, flooding, etc.)
- Potential disruptive events (National Conventions, protests, strikes, terrorist threats, heightened security warnings, power outages, etc.)
- Scheduled maintenance on building systems or local utilities
- Scheduled IT testing or maintenance

These actions serve as guidelines and may change in scope or order depending upon the nature and severity of the disruption. All actions below should be managed and coordinated by the office Incident Managers and members of their teams.

Actions	Description and Checklist
1. Prepare for the Oncoming Event	Conduct research via media outlets and the internet to gather information and facts about the upcoming event, including: <ul style="list-style-type: none">• What type of event is expected• What will be the likely severity• When is it expected• How long is the event expected to last• What is local emergency management agency advising• When would potential area evacuations begin• Access public bulletins and announcements
2. Determine Potential Impacts to Office	Based on the research findings, develop an understanding of how this event could impact your office and the surrounding area, including: <ul style="list-style-type: none">• Facility impact• Personnel impact and safety• IT impact• Business impact• Physical security impact• Customer impact• Overall impact to the firm• Overall impact to the local area or region• Impact to local utilities such as phones, power, water, gas services, etc.

**BUSINESS CONTINUITY
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<p>3. Activate Incident Management Team</p>	<p>Activate the local office Incident Command Team to report the event information and monitor the event going forward. Ask business and functional stakeholders to further develop and expand upon the potential impact to their areas of responsibility. Based upon the type of event, decide what kind of subject area expertise will be required to supplement local knowledge base.</p> <ul style="list-style-type: none"> • Convene initial discussion meeting • Report known facts • Report on potential impacts to office • Ask all team members to report on potential impacts to their areas of responsibility • Determine overall potential business impact to the business and the company • Engage internal and/or external subject area experts (security, IT, engineers, etc.)
<p>4. Agree to Mitigation Approach and Actions</p>	<p>Reconvene the Incident Command Team to review the specific potential impacts as reported by each member of the team. Develop and agree to a strategy to mitigate the potential impacts including:</p> <ul style="list-style-type: none"> • Actions to harden facility • Backing up critical data • Review business recovery strategies • Review scenarios and timelines for local evacuations and building closures • Determine when to communicate with customers, if appropriate • Develop and send associate communications • Ongoing communications and forum
<p>5. Notifications and Communications</p>	<p>Send a notification to all organizations listed below; give an event update and specify what type of support is anticipated. Determine time schedules for regularly scheduled updates and conference calls.</p> <ul style="list-style-type: none"> • Crisis Management Team • Customer Team • Internal business partners • Vendors and suppliers • Alternate recovery locations • Senior management • Associates • Public Emergency Authorities <ol style="list-style-type: none"> a. Police/Fire Departments b. Office of Emergency Management (County/City/Parish) c. Local American Red Cross office d. Regional FEMA office

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<p>6. Establish Ongoing Communications</p>	<p>Continue to implement the communication plan by assigning communications roles locally and to the following:</p> <ul style="list-style-type: none"> • Incident Command Teams • Organizations listed above • Employees
<p>7. Activate Business Recovery and IT Disaster Recovery Plans</p>	<p>If the potential impact of the event is severe and could disrupt the office for a significant amount of time; discuss the possibility and actions for updating and activating Business Recovery and IT Disaster Recovery plans.</p> <ul style="list-style-type: none"> • Pre-event plan distribution • Declaration powers and process • Confirm business and IT recovery strategies and resources • Update outdated plan information, team members, etc. • Engage business and IT recovery personnel resources • Conduct walk-through with all recovery team leaders
<p>8. Discuss Post Event Actions (Return to Normal)</p>	<p>Understand the actions to resolve the event in order to return to the office. This includes the coordination and the orderly transition of all business recovery transfer of work arrangements that may have been implemented during the disruption.</p> <ul style="list-style-type: none"> • Damage assessments • Problem resolutions/ fixes • Hazardous materials control and cleanup • Facility re-entry • Physical security • Continued communications • Business reconciliations • Reversion of Business Recovery arrangements • Recreating or restarting the IT environment

