

Disaster Recovery Record Keeping – Action Worksheet

Score (of how you are currently doing): 1 (poor), 5 (great)

Impact: L=Low, M=Med, H=High (Consider: Safety of People/Property, Financial (FEMA/Insurance Reimbursements), Stress/Frustration of staff)

<u>Type of Record</u>	<u>Completeness Score</u>	<u>Accessibility Score</u>	<u>Impact</u>	<u>Priority</u>	<u>Action</u>
Documents					
• Plans					
• Personnel Reporting Structure					
• Contracts					
•					
Contact Lists					
• State, Peer Cities/Counties					
• Peer Cities/Counties					
• Contracts					
•					
Assets					
• Equipment					
• Stormwater System					
• Wastewater – Pump Stations, etc.					
• Street Signs, Other Outside Assets					
•					
Maintenance/Inspection Schedules					
• Equipment					
• Stormwater Assets					
• Lift Stations					
•					
Work Orders					
• Pictures					
• Location					
• Labor Hours					
• Equipment Used					
• Materials Used					
•					

Instructions:

1. Rate each type of record on the level of completeness and accuracy of the information
2. Rate the level of accessibility of this information to the staff members who need it to prepare for and respond to a disaster
3. Note the Level of Impact this will have if there is a failure in this area (i.e. based on the lack of documentation or proper inspection/maintenance)
4. In the Priority column, mark a star for your top 3 most important areas
5. In the Priority column, rate the priority level of your top 3.
6. In the Action column, write one, specific action you could take in the next 30-90 days for each of these 3.
7. Of these 3, put 2 stars in the Action column by the one that is a relatively low hanging fruit item for you (i.e. would not take a huge level of effort)
8. Consider who you can enlist for help

Considerations:

- Busy Schedules – no time to proactively plan, prepare and organize
- Timing – before Hurricane/Snow/Other season starts
- Electricity availability
- Cellular Connectivity – offline access

Tips:

- Peer Check In and Accountability
- Using Laptops, Tablets and Phones
- Portable Battery Power Station with Solar/Wind Charging