Credit Union
DISASTER PREPAREDNESS
Checklist

OPERATIONS

CASH

☐ Should you increase the size of your next cash order from Federal Reserve or Corporate?

☐ Do you have an alternate plan in case primary source can't deliver cash? _____

☐ Does your shared branching network have a plan for cash in the event of a disaster? _____

GENERATOR(S)

☐ Are generator(s) available? _____

☐ Are generator(s) fixed or mobile? _____

☐ Do they run on diesel, gas or LP? _____

☐ What is the normal run time on full tank? _____

☐ What are your plans for emergency re-supply of fuel?_____

☐ How many extension cords do you have for delivery of electricity from portable generators? _____

MOBILE BRANCHES

☐ Do you have access to any mobile branches? _____

☐ What are the communication capabilities – satellite, mobile, land line, walkie-talkie?

☐ Are there sleeping & rest room accommodations in the structure? _____

☐ Does facility meet OSHA Standards? _____

☐ Will facility be delivered by supplier? _____

☐ Is the facility motorized or does it need to be hauled? _____

☐ Do the mobile facilities have generators? _____

☐ What is the normal run time on a full tank? _____

☐ What type of fuel – diesel, gas or LP?
        - What is the tank capacity? _____

ALTERNATIVES TO MOBILE BRANCH

☐ Arrange for space in another credit union.

☐ Develop a sister credit union relationship.

DATA PROCESSING

☐ Are you online or in-house? _____

☐ Do you have a backup plan for processing (at least 100-200 miles from your location (*such as a hot site, reciprocal arrangement or cold site*?) _____

☐ How quickly can backup site be made operational? _____

☐ Has backup site been tested? _____

☐ For ATMs and shared branches do you have or maintain positive balances files in an alternative location? _____

ATMS

☐ How many ATMs do you own? _____

☐ How many ATMs have backup power? _____

☐ Will ATM's be powered by a generator and have they been pre-wired to accept power from a generator? _____

☐ What is fuel source and how many days is your generator able to operate before it needs to be re-supplied? _____

☐ What is backup plan for re-supplying cash? _____

☐ What ATM networks do your members have access to? _____

SHARED BRANCHING

☐ Are you a member of a shared branching network? _____

CHECK CLEARING

☐ What are back up plans for encoding check cash letters to FED and processing incoming cash letters from FED?

COMMUNICATIONS

UPDATE CONTACT INFORMATION LISTS

- ☐ Staff
- ☐ Board of Directors
- ☐ State League
- ☐ Corporate Credit Union
- ☐ NCUA/State Regulator
- ☐ Insurance Carrier
- ☐ National and State Foundation
- ☐ Law Enforcement
- ☐ Red Cross/Salvation Army/FEMA

UPDATE OPERATIONS CONTACT LISTS

- ☐ Backup Telephone System/Service _____
- ☐ Alternative Physical Location _____
- ☐ Data Processor _____
- ☐ Credit Card Processor _____
- ☐ ATM/Debit Card Processor _____
- ☐ Lending Center _____
- ☐ Website _____
- ☐ Bill Pay _____
- ☐ Home Banking _____
- ☐ Internet Connectivity _____
- ☐ Shared Service Centers/Shared Branching Network
  _____
- ☐ Backup Tapes
- ☐ Others

STANDBY STATUS

- ☐ Assess and Activate Disaster Plan
- ☐ Evaluate type and extent of disaster
- ☐ Identify Disaster Team Leader and Team
- ☐ Employee emergency communication plan update
- ☐ Charge mobile phones, black berries, 2-way walkie talkies
- ☐ Car Chargers for communication devices

ACTIVE STATUS

- ☐ Notify appropriate parties on Contact Lists
- ☐ Update message on Credit Union National Emergency 800 Number
- ☐ Activate Disaster Recovery Plan
- ☐ Initiate Evacuation Procedures
- ☐ Ensure(if possible) personal living accommodations

STAFF

- ☐ Encourage staff to prepare their homes for potential disasters
- ☐ Encourage staff to have backup power generator and fuel
- ☐ Encourage staff to have fuel for their automobiles

CREDIT UNION SURPLUS EQUIPMENT AND SUPPLIES

- ☐ Backup food and bottled water
- ☐ Plastic bags to protect equipment
- ☐ Checks for use offsite
- ☐ Various types of paper supplies to use offsite
- ☐ Extension cords
- ☐ Tool kit
- ☐ Water tight containers
- ☐ Miscellaneous