

# Agency Emergency Plan

A Simplified Version for Service Provider Agencies



*In a major emergency resulting from natural or man-made disasters, response systems such as police, fire and hospitals will be overwhelmed. Officials from all levels of government and the American Red Cross tell us we should be prepared to be on our own for the first 72-hours.*

***Please perform a quick review of this plan every 6 months to ensure it stays current.***

**Trainer: Christina E. Smith**

Permission was granted to Citizen Corps, Volunteer WV, and The Arc of the Mid Ohio Valley to use and modify this plan that was originally produced by the **Bay Area Emergency Preparedness Coalition for Seniors and People with Disabilities**. It was adapted from *Creating a Workable Disaster Plan for Your Agency* which was produced by **VOICE of Contra Costa County** and from the *Earthquake Preparedness Guidelines for Large Retirement Complexes and Large Residential Care Facilities* which was produced by the **Bay Area Regional Earthquake Preparedness Project**. Significant changes and additions were made by **Collaborating Agencies Responding to Disasters**. Finally, minor changes were made to the plan to better suit the concerns of food pantries by Nick Maryns, Bill Emerson National Hunger Fellow with the **Congressional Hunger Center** in Washington, DC, and **Solid Ground** in Seattle, WA.

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# AGENCY EMERGENCY PLAN

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## A. Disaster Mission Statement

**Make sure you know what role you are planning to play in a disaster**

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- *Who are you going to be for your clients and community when disaster strikes?*
- *Does your current mission statement encompass how you see your agency functioning in a disaster?*
- *Think about your commitments and your resource limitations and create a disaster mission statement.*

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## B. Preparing Staff for Emergencies

**Make sure your staff is mentally, physically and emotionally prepared to respond**

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**In an emergency, the first concern of staff will be the safety and welfare of family members.**

1. Have all staff and key volunteers trained in basic emergency preparedness on a regular basis.
2. Encourage and support staff and key volunteers to have a family or home emergency plan (see note below). This increases the likelihood that staff and their families can cope with the disaster without outside help.
3. Your agency will want to ensure that all staff members have an opportunity to check on their homes and family members as soon as possible following a disaster.

**Note:** Organizations like your local Health Department, American Red Cross and your local Office of Emergency Management usually offer personal preparedness trainings and other courses such as First Aid and CPR.

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# AGENCY EMERGENCY PLAN

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## C. Personnel

**Make sure you have enough people to do what needs doing for a response**

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**Determine your staffing requirements for post-disaster response.**

1. Realistically, how many staff/volunteers will continue working after a disaster if it strikes during work? \_\_\_\_\_
2. ...If a disaster strikes on a weekday, but before the workday begins? \_\_\_\_\_
3. ...If a disaster strikes on a weekend? \_\_\_\_\_
4. Which staff live within walking distance of your agency/organization? \_\_\_\_\_
5. Which staff should automatically report to work in the event of a disaster? \_\_\_\_\_
6. Who else may be able to help operate your agency? Board members? Other building or agency staff? Staff from other non-profit agencies that live near your agency? Talk with them to make prior arrangements. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. In what ways will you have to alter your services if you have less volunteer and staff support?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
8. Develop a list of mobile and home telephone numbers for staff for emergency use. (Update every 6-months.)
9. To support the work of staff in an emergency, we will use volunteers as follows:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

# AGENCY EMERGENCY PLAN

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## D. Volunteers

**Make sure you know the best ways to use / work with volunteers in a disaster**

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**Know how you will appropriately recruit, task and manage volunteers.**

1. Are your current volunteers appropriate for disaster related work?
2. Do your current practices of recruiting or accepting volunteers include your disaster preparedness and response needs?
3. How many of your core volunteers live within walking distance of your agency? Do you expect that any of these volunteers would come to your agency to help out in the wake of a disaster? If so, who?
4. What important activities (that keep your agency able to provide services) can be assigned to spontaneous volunteers (i.e. volunteers who arrive at a disaster who are pre-affiliated with an existing emergency response agency like the Red Cross, VOAD, Salvation Army, etc.)? What activities **should not** be assigned to spontaneous volunteers?
5. What safety and/or legal considerations should you include in your plan? Consider: do you have proper insurance for volunteers, do you need background checks on volunteers, is any specialized training or knowledge required for working with your agency or clients, etc.?
6. Do you have someone in charge of volunteers? Who (else) might take that role for new volunteers?

**For more information on utilization/mobilization of volunteers in an emergency or disaster, contact your local volunteer agency.**

# AGENCY EMERGENCY PLAN

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## E. Meeting the Needs of the People You Serve

**Make sure you can address the basic needs of staff, clients and volunteers**

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1. How will a disaster impact those you serve and where will they turn for support? \_\_\_\_\_  
\_\_\_\_\_
2. What are the special needs of the people you serve? Are these needs of the group or of individuals? Do you know who to call to learn more about meeting the needs of these individuals if needed?  
\_\_\_\_\_  
\_\_\_\_\_
3. Suppose an emergency occurs while clients are at your agency. How many total clients would you have to manage? (Look at both maximum client load and minimum staff availability) \_\_\_\_\_  
\_\_\_\_\_
4. How will you find out about the condition of people you serve with home deliveries? \_\_\_\_\_  
\_\_\_\_\_
5. How will you prioritize who you serve in the wake of a disaster – when your supplies may be cut off and client demand is high? How will you communicate and carry out these priorities? \_\_\_\_\_  
\_\_\_\_\_
6. In an emergency, who else needs information about the status of people you serve? List the most critical contacts that need to be made. Be sure to have all necessary phone, cellular phone and pager numbers for each contact.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Who else will be able to assist your clients? The Red Cross? The Salvation Army? Other service provider agencies? Community Centers? Where might you be able to refer your clients for assistance? Be sure to have all the necessary contacts. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What else will be needed (e.g., blankets, first aid supplies, special equipment, etc.)? Where can you get these items:
  - a. Item: \_\_\_\_\_ Location: \_\_\_\_\_
  - b. Item: \_\_\_\_\_ Location: \_\_\_\_\_
  - c. Item: \_\_\_\_\_ Location: \_\_\_\_\_

***Also consider: What skills can you instill in your clients to let them take part in your preparedness and response efforts as full partners and helpers?***

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## F. On-Site Supplies Cache

**Make sure you have preparedness supplies available**

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Create and maintain an onsite cache of emergency preparedness supplies. The exact contents will depend on the size and diversity of your staff, volunteers, clients and potential visitors. Remember to consider special needs additions such as medication.

Store these supplies in multiple locations so if one cache becomes unusable or unreachable, you will still have options. The supply cache complements your agency go-kit. Some basic contents of an on-site supply cache are:

- Food and water
- First aid supplies
- Lights/Flashlights
- Radio(s)
- Batteries
- Whistles
- Blankets
- Garbage bags
- Duct tape
- Extra cash
- Necessary medicines\*
- Alcohol hand cleaner\*
- Thermometer\*
- Personal hygiene supplies\*
- Gloves, extra clothing, sturdy shoes
- Deck of cards
- Crescent wrench (for utility shut-off)
- Other tools
- Ponchos or other rain gear
- Matches
- Paper, pens and markers (in water-proof containers)
- Rope
- Utility knife
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Perishable supplies, such as food, water and medicine, need to be replaced regularly. One way to do this is by “cycling” the food and water – eat supplies while they are still good, and put new ones in the cache. “Non-perishable” have a much longer shelf life before they go bad.

*\* Especially recommended for Pan Flu preparedness.*

## G. Agency Go-Kit

**Make sure you can operate even if you evacuate**

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If you need to evacuate your facility, an Agency Go-Kit will allow you to continue providing your most vital services wherever you go. This small, portable container should hold copies of every vital document as well as some basic supplies such as pen and paper.

Some basic contents of an Agency Go-Kit are:

- Your disaster plan
- Insurance documentation
- The deed or lease for your facilities
- Legal identification, such as your taxpayer ID number and evidence of exemption status
- Bank information, including all of your account numbers, including personnel contacts
- Documentation for your emergency line of credit
- Memoranda of Understanding (MOUs)
- Contact and Emergency Contact information for your staff and key contacts
- Some cash, including coins for phones

You may wish to maintain more than one kit. Creating two is no harder than creating one, and an off-site backup may be what ensures that you have needed records.

# AGENCY EMERGENCY PLAN

## H. Facility Preparation

Make sure your physical environment supports your safety

	<u>ASSIGNED TO</u>	<u>DATE DONE</u>
<input type="checkbox"/> Bolt heavy cabinets, bookshelves or other furniture to wall studs	_____	_____
<input type="checkbox"/> Secure computers, fax, equipment to desk or tables	_____	_____
<input type="checkbox"/> Secure pictures and other wall hangings by using safety hooks	_____	_____
<input type="checkbox"/> Clear exits, pathways and safe spaces	_____	_____
<input type="checkbox"/> Lower heavy items to bottom shelves	_____	_____
<input type="checkbox"/> Remove fire and chemical hazards	_____	_____
<input type="checkbox"/> Install smoke detectors, fire extinguishers, cabinet latches	_____	_____
<input type="checkbox"/> Label fire exits and safety supplies	_____	_____
<input type="checkbox"/> Clearly mark your gas and water shut-off valves. Post clear simple instructions for shutting off each one (in all languages needed).	_____	_____
<input type="checkbox"/> Keep a conveniently located set of tools to facilitate prompt gas shut-off. Tools should include both pipe and crescent wrenches.	_____	_____

### Sketch your facility and note vital emergency resources including:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fire extinguishers | <input type="checkbox"/> First Aid Supplies | <input type="checkbox"/> Escape routes  |
| <input type="checkbox"/> Go kits            | <input type="checkbox"/> Water shutoff      | <input type="checkbox"/> Generator(s)   |
| <input type="checkbox"/> Tool kits          | <input type="checkbox"/> Gas shutoff        | <input type="checkbox"/> Documents safe |
| <input type="checkbox"/> Supply Cache       | <input type="checkbox"/> _____              | <input type="checkbox"/> _____          |
| <input type="checkbox"/> _____              | <input type="checkbox"/> _____              | <input type="checkbox"/> _____          |

# AGENCY EMERGENCY PLAN

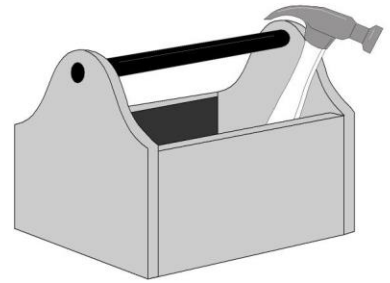
## I. Signage

### Make sure your safety and preparedness tools are well-marked

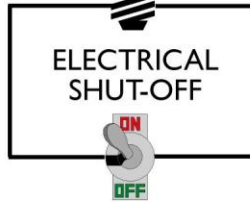
Make preparedness visible! Clear and visible signs indicating safety tools, exits and emergency instructions will help people to keep themselves safe while at your agency.



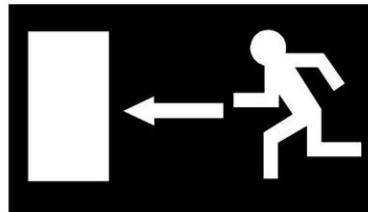
Tool Box Lives Here



WATER SHUT-OFF



IN CASE OF GAS LEAK



These and other preparedness signs are available at [www.FirstVictims.org/tools](http://www.FirstVictims.org/tools)



## AGENCY EMERGENCY PLAN

### J. Neighborhood Resources

**Make sure you know the local resources - they may be your only source**

7. If you do not have a back-up generator, in an extended power outage, where can you rent or borrow a generator? Create a written agreement with this supplier. \_\_\_\_\_
8. If the phones at your agency are not working, where are the nearest pay phones? \_\_\_\_\_
9. Where is the nearest public health clinic?  
Clinic Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_
10. Where is the nearest place to go for help if phones are not working?  
Place Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_
11. Where is the nearest fire station and do they know about you?  
Station Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_
12. Where is the nearest police station and do they know about you?  
Station Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Make sure preparedness resources in your neighborhood are clear. Post a large, clear map of your neighborhood. Note these potentially valuable resources, and highlight:**

#### key resource framework

- Office of Emergency Management
- Government Offices
- Fire Station
- Police Station
- Red Cross
- Partner agencies
- Volunteer mobilization center
- \_\_\_\_\_

#### food/ water

- food pantries
- meal programs/soup kitchens
- restaurants
- grocery stores
- food banks/distributors
- \_\_\_\_\_

#### medical

- Hospital
- clinic

- veterinary offices
- pharmacy/drug stores
- \_\_\_\_\_

#### possible gathering points

- church, mosque, synagogue, etc.
- community centers
- school
- shelters
- public library
- \_\_\_\_\_

#### supplies

- hardware stores
- disaster stores
- sports/camping stores
- "big box" stores
- dollar stores
- \_\_\_\_\_

## AGENCY EMERGENCY PLAN

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### **K. Evacuation / Transportation**

**Make sure you can evacuate people safely from your location**

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**Fire, hazardous material spills or structural damage may require you to evacuate your building.**

1. Are there people who will need assistance evacuating your facility? Remember to assign staff and volunteers to help these people with their evacuation.
2. If your facility must be evacuated, assign a staff person the responsibility of taking a head count to ensure all staff, volunteers and clients have exited.
3. Practice your evacuation plan.
4. Keep an "Agency Go-Kit". Include copies of your emergency plan, action checklists, phone rosters, copies of vital documents, credit cards, etc.
5. Post a notice indicating where you have gone.

**The following suggestions anticipate that you must evacuate your building and that you are responsible for the care and shelter of the people you serve.**

6. Locate and secure a temporary shelter to be used (consider churches, nearby community centers, schools, other residential facilities). You may want to develop mutual aid agreements (memoranda of understanding – MOU's) with these sites.

Temporary Shelter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Create a phone list and a system for letting the authorities, family and friends know where you are sheltering your program participants. "Date created" should appear on this and all lists and documents.
8. Designate and identify alternative transportation for moving your program participants to your temporary shelter, or to clients' homes, if necessary.

Alternative Transportation: \_\_\_\_\_

Address: \_\_\_\_\_

9. Assign responsibility for the care of your clients at the alternate site(s). Identify this person or persons.

a. Name: \_\_\_\_\_ Location: \_\_\_\_\_

b. Name: \_\_\_\_\_ Location: \_\_\_\_\_

10. If evacuated, what will your clients need that may not be available in the temporary shelter?

a. Item/Service: \_\_\_\_\_ Location: \_\_\_\_\_

b. Item/Service: \_\_\_\_\_ Location: \_\_\_\_\_

c. Item/Service: \_\_\_\_\_ Location: \_\_\_\_\_

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### **L. Your Supplies & Ensuring Service Continuation**

**Make sure you are clear on your service priorities, anticipate what supplies you'll have and how you'll stay stocked**

***Remember: Knowing your priorities as an agency makes everything else fall into place. In crisis or opportunity, if you are clear on your priorities you can make the best decisions for your agency.***

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**What is needed to continue essential providing services after a disaster?**

1. List the primary services you will continue to provide following an emergency?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. What are the critical material resources necessary to maintain these operations?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

3. What neighboring agencies or businesses can you form a connection with in order to share resources in an emergency, to maintain operations and to ensure the care of people you serve?

Name: _____	Phone: _____	Agreement: _____
Name: _____	Phone: _____	Agreement: _____
Name: _____	Phone: _____	Agreement: _____
Name: _____	Phone: _____	Agreement: _____
Name: _____	Phone: _____	Agreement: _____

**Your organization should clarify what its mission and priorities will be in the aftermath of a major disaster. It is important for agencies working with at-risk clients on a daily basis to know their client's needs and how to support their recovery following a disaster.**

4. Some questions to ask include:

- What are the predictable needs of the people you serve in emergencies?
- Will the needs of the people you serve require you to expand services in a disaster's aftermath?
- Will you need to consider providing new or different services?

5. How many days of food/water/medications would you be able to provide to clients if your supply was cut off? \_\_\_\_

6. If your power goes out, how long will your cooler(s) and freezer(s) safely keep contents? \_\_\_\_\_

## AGENCY EMERGENCY PLAN

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**7.** Where could you store extra supplies off-site so that you could access it in an emergency? Consider creating agreements with churches, community centers, storage facilities. \_\_\_\_\_

\_\_\_\_\_

What are key vulnerabilities in your supply chain? Consider: usual shipment routes may be blocked, your supplier or distributor may be out of commission, or communications may be impossible.

\_\_\_\_\_

**8.** What steps can you take to plan around these possibilities? \_\_\_\_\_

\_\_\_\_\_

a. What is your distributor's emergency plan? \_\_\_\_\_

\_\_\_\_\_

b. What are alternate routes shipments could take? \_\_\_\_\_

\_\_\_\_\_

c. What is your suppliers' contact information? \_\_\_\_\_

\_\_\_\_\_

d. Other steps to take: \_\_\_\_\_

\_\_\_\_\_

**9.** How will the Red Cross, the Salvation Army, the local government, etc., manage their supplies? How can you collaborate with them effectively?

\_\_\_\_\_

\_\_\_\_\_

**10.** How will you manage donations received in the wake of a disaster? Have you communicated with potential donors to ensure that they give appropriate donations and help you in a productive way? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# AGENCY EMERGENCY PLAN

## M. Communication (Part I)

**Make sure you can communicate with staff, clients, funders and your community**

Communications will make or break a disaster response. From a simple note on the door identifying your new location to a Public Information Officer correcting news reports about your agency, communication is the key to letting people make the right decisions.

### **WHAT should you communicate?**

- Agency Operational Status reports
- Where else clients could turn for help
- Damage assessment
- Services offered or changed
- Funds needed
- Volunteers needed
- Other needs
- 

### **TO WHOM are you communicating?**

- Disaster services partners
- Disability provider agencies
- Your suppliers or distributors
- Staff & volunteers
- Clients
- Board and Funders
- Media and General public
- 

### **WHO should communicate the message?**

- Ensure they have proper training
- Ensure they have proper authority
- Ensure they share consistent message
- 

### **HOW should you communicate?**

- Electronic
- Paper, fliers etc.
- Verbally
- Phone or Voicemail
- 

### **WHAT can you do or prepare in advance?**

- Define your agency talking points/key messages
- Anticipate helpful information for clients, create fliers in advance
- Disaster/Emergency response press release
- Emergency related funding solicitation
- Email, phone, pager, cell phone and fax lists
- Take crisis / risk communication training
- 

A large rectangular area with a spiral binding at the top, containing horizontal lines for writing notes.

## AGENCY EMERGENCY PLAN

### **N. Communication** (Part 2)

**Make sure you know all the communication tools available to you**

**Mastering how you send and receive information will help you in both crisis and opportunity. A variety of options is the key to maintaining communications.**

#### **Disaster Communication Tools**

There are many communication tools we don't normally consider that may become useful if a disaster cuts off your normal channels.

- |   |   |
|---|---|
| <input type="checkbox"/> Bulletin Board/White Board | <input type="checkbox"/> Megaphones / Bullhorns     |
| <input type="checkbox"/> Carbon Paper / NCR paper   | <input type="checkbox"/> Pagers                     |
| <input type="checkbox"/> CB Radios                  | <input type="checkbox"/> Palm Pilots / Blackberries |
| <input type="checkbox"/> Cell Phones                | <input type="checkbox"/> POTS Telephones            |
| <input type="checkbox"/> Digital Telephones         | <input type="checkbox"/> Public Signage             |
| <input type="checkbox"/> Drums                      | <input type="checkbox"/> Runners                    |
| <input type="checkbox"/> Flag Pole                  | <input type="checkbox"/> Walkie-Talkies             |
| <input type="checkbox"/> Ham Radios                 | <input type="checkbox"/> Whistles                   |
| <input type="checkbox"/>                            | <input type="checkbox"/>                            |
| <input type="checkbox"/>                            | <input type="checkbox"/>                            |

#### **Community Outreach Options**

What are all the different ways you can speak to your community? Different methods have different advantages, and may help you reach people you had not reached before.

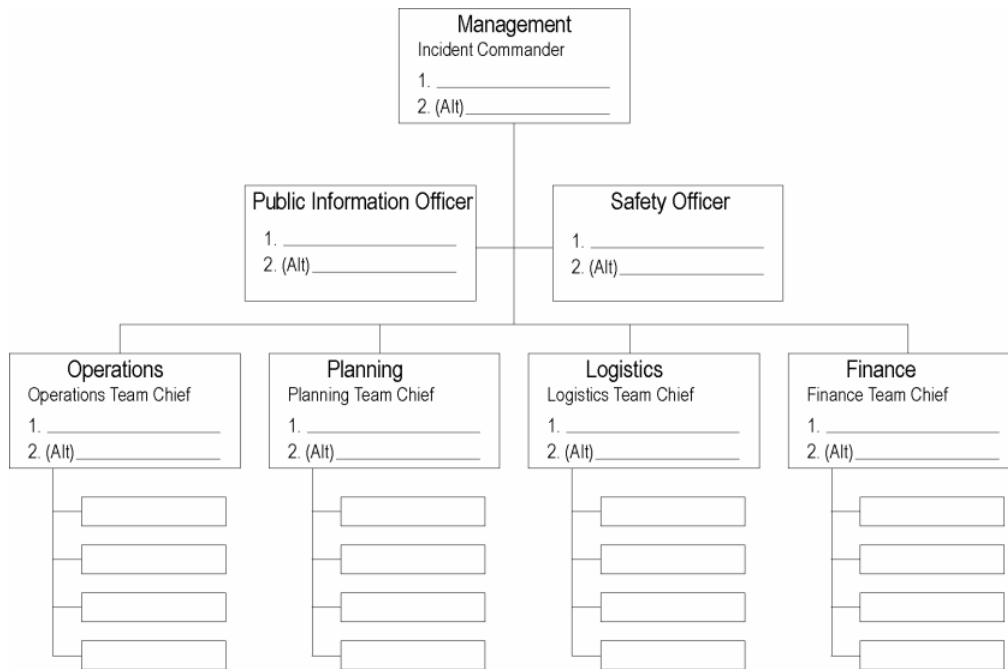
- |  |   |
|--|---|
| <input type="checkbox"/> American Sign Language (ASL)                  | <input type="checkbox"/> In-person events, workshops or classes |
| <input type="checkbox"/> Computers : DSL or dial-up                    | <input type="checkbox"/> Language Translators                   |
| <input type="checkbox"/> Door-to-door canvassing or home visits        | <input type="checkbox"/> Mailing lists: brochures, fliers       |
| <input type="checkbox"/> E-mail and listserves                         | <input type="checkbox"/> Radio                                  |
| <input type="checkbox"/> Fact Sheets or FAQs                           | <input type="checkbox"/> Television                             |
| <input type="checkbox"/> Fax Machines/WinFax                           | <input type="checkbox"/> Video / cassette tape / CD-ROM / DVD   |
| <input type="checkbox"/> Information Phone lines (such as 800 numbers) | <input type="checkbox"/> Websites                               |
| <input type="checkbox"/>   | <input type="checkbox"/>  |
| <input type="checkbox"/>   | <input type="checkbox"/>  |

# AGENCY EMERGENCY PLAN

## O. ICS (Part I)

### Make sure you know the nation's universal response system

The National Incident Management System is the Federal standard for responding to disasters. Understanding the Incident Command System that is the core of NIMS will allow you to organize for managing any situation, coordinate with your community partners, and “speak the language” of the professional responders – which makes you that much easier to help.



**Incident Command:** Leads the response; appoints and empowers team leaders; sets tone and standards for response. Encourages teamwork and communications.

**Safety and Security Officer:** Focuses on the safety of all people responding to the incident.

**Public Information Officer:** Works with the media and distributes messages to the public and local community.

**Operation Team:** Handles key actions including first aid, search and rescue, fire suppression and securing the site.

**Planning Team:** Gathers information, thinks ahead and keeps all team members informed and communicating.

**Logistics Team:** Finds, distributes, and stores all necessary resources (supplies and people) to respond appropriately.

**Finance/ Administration Team:** Tracks all expenses, claims and activities and is the record keeper for the incident.

# AGENCY EMERGENCY PLAN

## P. ICS (Part 2)

Considering who might do well at certain functions is an excellent tool for understanding NIMS and getting people used to the idea. Be careful, though: you never know who will be part of your disaster response team, so be prepared to assign roles when they are needed.

Primary Functions	
<b>Incident Commander</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
<b>Operations Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
<b>Planning Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
<b>Logistics Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
<b>Finance / Admin Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
Support Functions	
<b>Safety and Security Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____
<b>Public Information Officer</b>  Name: _____ Phone: _____ Alt. Phone: _____	Name: _____ Phone: _____ Alt. Phone: _____



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### Q. Financial Resources

**Make sure you know your financial assets, limitations and commitments**

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**It is a good idea for your organization to be aware of its cost of normal operations; estimate cost increases that might arise from emergencies and be familiar with eligibility and other prerequisites for aid and reimbursements from Federal Emergency Management Agency (FEMA) and other agencies.**

Some topics to explore include the following:

1. Copies of Financial Support Documentation to have ready
  - Insurance policies
  - The deed or lease for your facilities
  - Bank information, including all of your account numbers, including personnel contacts
  - Legal identification, such as your taxpayer ID number and evidence of exemption status
  - Memoranda of Understanding (MOUs)
2. Liquid Assets
  - How much cash do you keep in “petty cash?”
  - Do you have \$15 - \$20 in coins for pay phones?
3. Credit Cards / Lines of Credit
  - What credit cards does your agency own?
  - Where are they?
  - What are the limits of each?
  - Who can sign on each?
  - Do they have emergency credit extensions?
  - Do you have a line of credit immediately available?
  - Who can access the money?

***Reminder: Keep this information updated;  
be sure it reflects any staff or policy changes!***