

# Pre-Disaster Strategies To-Do List



## Critical preparedness steps to take on "blue-sky" days

- Examine your Public Asset Insurance Coverage to ensure the information is correct. Insurance pays first, not FEMA.
- Examine your HR Policy for hourly rates, overtime pay policies, and disaster pay policies. Examine job descriptions of personnel who are responsible for disaster recovery. Does their job description and day-to-day work reflect those responsibilities, and are they capable of performing those responsibilities?
- Does your procurement policy meet the required state and federal emergency declaration procurement needs to expedite purchases or assign responsibilities and oversight? Does it include emergency budget and capital decisions?
- Do Mutual Aid agreements with the state, county, and local partners reflect your disaster needs and access to goods and services to manage a disaster event? Are any critical partners missing or does the list need to be updated or expanded?
- Examine the need to establish a Local Disaster Recovery Manager. Develop a Pre-Disaster Recovery Plan process that will be ongoing between Emergency Management and Local Government staff and critical stakeholders. For reference, see the Pre-Disaster Recovery Planning Guide from FEMA.