Ready to Respond: Disaster Staffing Toolkit
Top 10 Tools

Business Continuity Chief

1. **Insurance Coverage Guide**
    The Insurance Coverage Guide will help verify if your insurance coverage is sufficient to protect your organization, buildings and residents in the event of a disaster or interruption in business activities.

2. **Insurance Coverage Worksheet**
    This Insurance Coverage Worksheet includes important information about your various insurance policies to track your existing coverage and identify gaps. Customize this worksheet to fit the needs of your organization and consider filling one out for each building in your organization's portfolio.

3. **Vital Records Worksheet**
    The Vital Records Worksheet will help you prioritize your list of documents that are vital to business operations.

4. **Benefits and Reimbursement Guide**
    The Benefits and Reimbursement Guide provides information about preparing for and navigating the variety of sources available for post-disaster funding.

Building Protection Team Leader

5. **Building Readiness Report**
    The Building Readiness Report organizes key information about a building including the status of critical systems, residential and commercial use, evacuation zone, and other important items.

6. **Building Emergency Kit Worksheet**
    The Building Emergency Kit Worksheet includes a list of recommended tools and supplies every building should have for responding to an emergency event.

7. **Building Equipment Inventory Worksheet**
    The Building Equipment Inventory Worksheet helps track critical building equipment. It should be updated regularly and can be used to quickly order or repair damaged equipment should a disaster occur.

Resident Engagement Team Leader

8. **Resident Flyer Guide**
    The Resident Flyer Guide includes best practices for creating resident flyers as well as flyer samples for providing emergency preparedness and update information.

9. **Resident Survey**
    The Resident Survey gathers critical contact and special needs information as well as communication preferences to best support residents in emergency preparedness.

10. **Your Go-Bag Checklist**
    Your Go-Bag Checklist includes essential items residents need in the event of an evacuation. The checklist should be given to residents well before an emergency to ensure residents have their Go-Bags prepared.

Honorable mention:

11. **IT/Telecommunications Continuity Checklist**
    The IT/Telecommunications Continuity Checklist includes a recommended list of tasks to complete before a disaster hits to ensure sufficient IT connectivity.

12. **Payment Card Guide**
    The Payment Card Guide includes best practices for using payment cards for disaster-related purchases and tracking staff with payment card access.