



# DISASTER PREPAREDNESS DRILL CHECKLIST

**BANK NAME**  
**DATE**  
**EVENT TYPE**  
**FACILITATOR**


**DR TEAM MEMBERS PARTICIPATING:**


## CHECKLIST

#	DESCRIPTION	APPLIES TO THIS EVENT (X)	ASSIGNED TO	COMPLETION DATE	ISSUES (Y/N)	ISSUE DETAILS/ACTION PLAN
1	Obtain Business Continuity Plan/Incident Resonse Plan					
2	Start Call Tree - Command Center Location, Meeting Time					
3	Determine Meeting Frequency, and Status Report Timings					
4	Review Vendor List for Potential Notifications/Assistance					
5	Confirm Succession Plan Available					
6	Determine BOD Notification Procedure/Frequency					
7	Notify Vendors - Standby Status					
	<b>Customer Communication Activities:</b>					
	Prepare Customer Communication Content & Obtain Executive Approval					
8	Executive Approval					
9	Communicate Executive Approved Communication Content to Employees					
	Communicate Q&A Guidance for Empoyees & Customer Issue Escalation Procedure					
10	Escalation Procedure					
11	Develop Customer Issue/Complaint Log					
12	Customer Email Blast					
13	Customer Text Blast					
14	Social Media Blast					
15	Add Status Messages to Customer Website					
16	Add Status Messages to Bank by Phone Menu					
17	Add Status Message to After Hours Phone Message					
18	Add Status Message to Phone Menu Message					
19	Prepare Signs for Branch Locations at Risk (Doors, Night Drop, Drive Up, External Facing ATM, etc)					
	Prepare List of Special Customers for Personal Contact (e.g, Cash Management, ACH Origination, Merchant Capt).					
20	<b>Other Communication Activities:</b>					
21	Confirm Emergency Services Contact Information					
22	Contact State Regulator					
23	Contact National Regulator					
24	Notify Insurance Provider of Status/Activities					
25	Notify Core Processor of Status/Activities					
26	Notify DR Vendor of Status/Activities					
27	3rd Party IT Vendor (if applicable)					
	<b>Assign Specific Event Responsibilities</b>					
28	Damage Assessment					
29	Obtain Copy of Current Fixed Assets List					
30	Coordination with First Responders, City, County, State, FEMA, etc.					
31	Coordination with Infrastructure Vendors (e.g., Power, HVAC, Plumbing, Elevators, Board Up Companies, etc.)					
32	Salvage/Restoration of Facility					
33	Records Salvage/Information Security					
34	Evacuation/Shelter in Place Coordinator					
35	Confirm that all Employees are aware of Assigned Evacuation Assembly and Shelter in Place Locations					
36	Confirm First Aid Materials Available					
37	Confirm Emergency Supplies Available (e.g, Flashlights, Batteries, Battery Radios, Life Support Materials, etc.)					
	<b>Operations/Work in Process</b>					
38	Finish Critical Daily Jobs					
39	Cut Batches of Work, Balance, Scan & Transmit ICL Items frequently.					
40	Review Cash on Hand and Determine if Cash Shipments to FRB or Correspondent should be initiated.					
41	Instruct employees to move materials, cash, documentation not immediately needed to vaults, locked storage and fireproof cabinets.					
42	Instruct Employees as to what to do with Work in Process on desktops if evacuated or sheltered in place					

	Discuss how raised daily limits for electronic banking will implemented in needed (e.g., Bank approved Core Processor mass changes (ATM and Debit Card). Notify Core of decision and have them stand by for approval.					
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44	Develop a Plan to handle increased Customer Calls due to event, branch closure, etc.					
45	Review Employee and Officer Cross Training Lists as some individuals may be affected and unavailable for work after event.					
	<b>Information Technology</b>					
46	Confirm Current Inventory Available					
47	Develop Priority List re Power Down of Systems as event progresses.					
48	Confirm UPS systems in working condition to allow for scheduled/prioritized shut-down.					
49	Turn off all equipment not in use.					
50	Move equipment (where feasible) to secure areas and floor to avoid potential water damage.					
51	Confirm that previous night's backups are available					
52	Run interim back-ups of all file servers.					
53	Confirm that backup data center is on-line and available.					
	<b>Employees</b>					
54	Review Emergency Response Procedures within BCP					
55	Review Evacuation and Shelter-in-Place Procedures and assigned Locations.					
56	Communicate Method of BCP Team Updates to Employees					
57	Remind Employees not to discuss the event with media, customers, on social media, etc.					
58	Provide employees with approved Bank Communication and Q&A					
59	Provide employees with escalation procedure for customer issues/complaints					
60	Provide employees with procedures for them to report to bank (HR or Supervisor) of their personal/home status due to the event after hours					
	<b>Other (List Below)</b>					
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