



LOCAL UNION EVENT CHECKLIST

NOTE: This is not an exhaustive list. The items listed are based on past events and should only be considered advise.

PRE-EVENT

- Move all outdoor furniture into office
- Determine what way all officers and staff will evacuate and where they will stay
- Notify International's General Office by email of evacuation plan and emergency contact information for officers and staff
- Back-up server data to off-site back-up
- Back-up all office computers
- Distribute membership lists (hard copy and electronic) to officers
- Update web site home page with evacuation and officer/staff emergency contact information
- Shut-down all electronics
- Prepare files and computers to be evacuated
- SECRETARY-TREASURER EVACUATION FILE BOX with:
 - Orange Box** w/bag deposit slips, deposit stamp, receipt book (from safe)
 - Orange Box** w/ Membership cards, stamps and seal (from safe)
 - File of blank checks (yellow folder from the top drawer of Current Operations and safe)
 - Investment account file (yellow folder from the top drawer of Current Operations)
 - Insurance files (Black binder behind yellow folders from the top drawer of Current Operations)
 - Workers Comp
 - Contents
 - Bonding
 - Excess of Bond
 - Union Liability
 - Cyder Liability
 - Petty cash box
 - Minutes Book
 - Building Corporation Minutes Book (if appropriate)

POST-EVENT

- Have an officer meeting by zoom, text or phone to divide up contact list
- Have officer TEXT members on their lists to find out:
 - Are they ok and safe?
 - Do they have:
 - Power
 - Phone/internet
 - Potable water
- What is the extent of damage to their property
- What their immediate needs are (tarps, tree removal from house, food,etc)
- Are they able to evacuate where they are if necessary?
- Update the General Office with the status of the Local