



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.

EVENT HORIZON

- ☐ 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
 - Wind/Hail
 - ☐ 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