

## SEC-TREAS EVACUATION CHECKLIST

- 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
- Update web site home page with evacuation and officer/staff emergency contact information
- Shut-down all electronics

### ITEMS TO REMOVE FROM OFFICE TO SAFE LOCATION

- Server and back-up drive – if time, Roo to move inland
- 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 (from safe)
  - Local 491 Minutes Book (from file room)
  - Local 491 Building Corporation Minutes Book (from file room)
  - Local 491 Building Corporation deposit slips, deposit stamp and checks (yellow folders in 2<sup>nd</sup> drawer of Current Operations)