



Credit Union National Association

cuna.org

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# Credit Union DISASTER PREPAREDNESS Checklist

## OPERATIONS

### CASH

- Should you increase the size of your next cash order from Federal Reserve or Corporate?
- Do you have an alternate plan in case primary source can't deliver cash?  
\_\_\_\_\_
- Does your shared branching network have a plan for cash in the event of a disaster? \_\_\_\_\_

### GENERATOR(S)

- Are generator(s) available? \_\_\_\_\_
- Are generator(s) fixed or mobile? \_\_\_\_\_
- Do they run on diesel, gas or LP? \_\_\_\_\_
- What is the normal run time on full tank? \_\_\_\_\_
- What are your plans for emergency re-supply of fuel? \_\_\_\_\_
- How many extension cords do you have for delivery of electricity from portable generators? \_\_\_\_\_

### MOBILE BRANCHES

- Do you have access to any mobile branches? \_\_\_\_\_
- What are the communication capabilities – satellite, mobile, land line, walkie-talkie?
- Are there sleeping & rest room accommodations in the structure?  
\_\_\_\_\_
- Does facility meet OSHA Standards? \_\_\_\_\_
- Will facility be delivered by supplier? \_\_\_\_\_
- Is the facility motorized or does it need to be hauled?  
\_\_\_\_\_



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CREDIT UNIONS\*

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- Do the mobile facilities have generators? \_\_\_\_\_
- What is the normal run time on a full tank? \_\_\_\_\_
- What type of fuel – diesel, gas or LP?
  - What is the tank capacity? \_\_\_\_\_

**ALTERNATIVES TO MOBILE BRANCH**

- Arrange for space in another credit union.
- Develop a sister credit union relationship.

**DATA PROCESSING**

- Are you online or in-house? \_\_\_\_\_
- Do you have a backup plan for processing (at least 100-200 miles from your location (*such as a hot site, reciprocal arrangement or cold site?*) \_\_\_\_\_
- How quickly can backup site be made operational? \_\_\_\_\_
- Has backup site been tested? \_\_\_\_\_
- For ATMs and shared branches do you have or maintain positive balances files in an alternative location? \_\_\_\_\_

**ATMS**

- How many ATMs do you own? \_\_\_\_\_
- How many ATMs have backup power? \_\_\_\_\_
- Will ATM's be powered by a generator and have they been pre-wired to accept power from a generator? \_\_\_\_\_
- What is fuel source and how many days is your generator able to operate before it needs to be re-supplied? \_\_\_\_\_
- What is backup plan for re-supplying cash? \_\_\_\_\_
- What ATM networks do your members have access to? \_\_\_\_\_

**SHARED BRANCHING**

- Are you a member of a shared branching network? \_\_\_\_\_

**CHECK CLEARING**

- What are back up plans for encoding check cash letters to FED and processing incoming cash letters from FED?

## **COMMUNICATIONS**

### **UPDATE CONTACT INFORMATION LISTS**

- Staff
- Board of Directors
- State League
- Corporate Credit Union
- NCUA/State Regulator
- Insurance Carrier
- National and State Foundation
- Law Enforcement
- Red Cross/Salvation Army/FEMA

### **UPDATE OPERATIONS CONTACT LISTS**

- Backup Telephone System/Service \_\_\_\_\_
- Alternative Physical Location \_\_\_\_\_
- Data Processor \_\_\_\_\_
- Credit Card Processor \_\_\_\_\_
- ATM/Debit Card Processor \_\_\_\_\_
- Lending Center \_\_\_\_\_
- Website \_\_\_\_\_
- Bill Pay \_\_\_\_\_
- Home Banking \_\_\_\_\_
- Internet Connectivity \_\_\_\_\_
- Shared Service Centers/Shared Branching Network  
\_\_\_\_\_
- Backup Tapes
- Others

### **STANDBY STATUS**

- Assess and Activate Disaster Plan
- Evaluate type and extent of disaster
- Identify Disaster Team Leader and Team
- Employee emergency communication plan update
- Charge mobile phones, black berries, 2-way walkie talkies
- Car Chargers for communication devices

**ACTIVE STATUS**

- Notify appropriate parties on Contact Lists
- Update message on Credit Union National Emergency 800 Number
- Activate Disaster Recovery Plan
- Initiate Evacuation Procedures
- Ensure(if possible) personal living accommodations

**STAFF**

- Encourage staff to prepare their homes for potential disasters
- Encourage staff to have backup power generator and fuel
- Encourage staff to have fuel for their automobiles

**CREDIT UNION SURPLUS EQUIPMENT AND SUPPLIES**

- Backup food and bottled water
- Plastic bags to protect equipment
- Checks for use offsite
- Various types of paper supplies to use offsite
- Extension cords
- Tool kit
- Water tight containers
- Miscellaneous