



# Emergency Preparedness and Continuity of Operations Planning Manual for Best Practices

*Prepared by: Phyllis Saathoff  
Managing Director  
Port Freeport*



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# F – Law Enforcement and Security

- Preparedness
  - Assessment of Law Enforcement and Security Assets
  - Mutual Aid Agreements
  - Establishment of Communications
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# G – Operations

- Preparedness
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# G – Operations

## ■ Preparedness

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  - Assessment of Utility Infrastructure
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# H – Damage Assessment and Facility Repair

## ■ Preparedness

- Documentation of Current Replacement Costs
- As-Built Building Plans, Specifications and Other Facility Records
- Critical Recovery Resources
- Pre-Event Contracting
- Damage Assessment Team

# H – Damage Assessment and Facility Repair

- **Response Actions**
  - **Initial Damage Assessments and Environmental Impacts**
  - **Secondary Assessment of Damage**
  - **Emergency Mitigation Measures**
  - **Final Assessment of Damage**

# I – Accounting, Finance and Administration

- Preparedness
  - Assessment of Finance/Accounting Assets
  - Establishment of Communications
  - Emergency Spending Authority
  - Vital Records
  - Bank and Investment Accounts
  - Payroll

# I – Accounting, Finance and Administration

## ■ Preparedness

- Bond Payments and Disclosure Requirements
- Emergency Purchases
- Pre-bid Contracts for Disaster Recovery Services
- Work Order Processes
- Bridge Financing Plans for Recovery
- Alternate Site for Critical Accounting and Finance Functions

# I – Accounting, Finance and Administration

## ■ Response Actions

- Assessment of Damage
- Restoring Critical Functions
- Activating Alternate Site for Accounting and MIS Functions
- Emergency Mitigation Measures for Damaged Records
- Assessing Business Capability of Financial Institutions
- Insurance and FEMA Claims



# J – Risk Management and Insurance Claims

- Preparedness
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# **J – Risk Management and Insurance Claims**

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# L – Legal Issues

- Preparedness
  - Tariff Language
  - Contracts
  - Leases
  - Inter-jurisdictional Mutual Aid Agreements

# M – Human Resource Issues

- Preparedness
  - Assessment of Human Resource Assets
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  - Employee Recall

# M – Human Resource Issues

- Preparedness
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  - Medical Care
  - Child and Elderly Care
  - Basic Necessities
  - Personal Emergency Planning Assistance
  - Public Adjuster
  - Professional Counseling

# N – General Public Assistance

- Preparedness
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  - Relief Goods
  - Recovery Outside the Port