

## Executive Team Disaster Management Checklist

- Set level for disaster (CEO or CLO/CIO working together)
- CEO and/or Executive Assistant will inform the FLVS Board of Trustees of threat level
- Each member calls in to emergency line @ 10 AM and 5 PM  
(718-732-6924; 866-266-3378; ID 407-843-1708; PIN 1234)
- Ensure all Chief positions are filled
- Ensure all Director positions are filled
- Decide on duties for additional staff once critical roles are filled for Disaster Recovery Operations.
- Evaluate the requests for assistance from schools/states/outside agencies and create plans