

Finance Team Disaster Management Checklist

Pre-Storm

- Ensure the school has a large enough balance to cover numerous pay periods (needs to be defined)
- Copy of payroll data is on each team member's desktop along and a hard copy is in their possession
- Three team members have access to paper, stamps, envelopes, and previous payroll reports to mail employees
- Have, file, and distribute to critical team members a copy of the ADP Disaster Management Plan
- Have, file, and distribute to critical team members a copy of the OCPS Disaster Management Plan for SAP
- Policy developed for Emergency Sustainability Pay
- Special Account has been created in case SAP is unavailable
- Emergency purchasing policy has been established

During Disaster

- Director or designee calls into emergency line @ 10 AM and 5 PM each day
- Director or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Ensure 1 Financial Manager filled
- Ensure 1 Payroll Specialist filled
- Finance team identifies member to call in each day @ 9 AM and 4 PM to Finance phone line
- Any non-critical members of the team have been assigned to other critical functions if necessary as determined by the Leadership Team/HR department
- Refer to ADP Disaster Management plan and make changes as needed: Payroll processed over internet first, phone call second, mail last
- Refer to OCPS Disaster Management Plan for SAP and make changes as needed: If internet is unavailable for SAP then funds will come from global services fund or special account created before the disaster.
- Invoices should continue to be delivered electronically to lbanks@flvs.net.
- Implement Emergency Purchasing policy if necessary