

Florida Services Team Disaster Management Checklist

Pre-Disaster

- Have, file, and distribute to critical team members a copy of the Franchise Disaster Management Plans

During Disaster

- FS 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
- FS Team identifies member to call in each day @ 9 AM and 4 PM to FS 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
- Call Center uninterrupted if possible – if not only for time designated by leadership team
- FS refers to Franchise Management Plans and assists as needed
- FLVS Franchise Manager has contacted franchises