

Global Services Team Disaster Management Checklist

Pre-Storm

- Have and file a copy of the Stetson Disaster Management Plan
- Have and file copies of the Disaster Plans for each client who uses VSA

During Disaster

- Notify staff, students, clients via website of upcoming disaster
- GS Director contact CO by phone or text message.
- GS Director or designee calls into emergency line @ 10 AM and 5 PM each day
- GS 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 Account Manager position is filled
- Ensure 1 Franchise Manager position is filled
- GS team identifies members to call in each day @ 9 AM and 4 PM to GS 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
- VSA support and communication strategy should continue to mirror FLVS strategy
- GS team is communicating regularly with all FLVS clients and Stetson
- Refer to Stetson Disaster Management Plan to see if FLVS needs to take any steps for assistance
- Refer to the clients using VSA Disaster Management Plans to see if FLVS needs to take any steps for assistance