Upkeep Activities

Stocking and Monitoring Supplies ................................. 61
Updating the Disaster Response Plan ............................. 61
Distribution List ................................................................ 61
Record of Incidents ........................................................... 62
Stocking and Monitoring Supplies

The Disaster Team Leader is responsible for stocking and monitoring supplies. Inventory and restock supplies annually, including testing supplies that have a limited shelf life (e.g. batteries). In addition, supplies should be replenished after a disaster. Disaster response should be evaluated to determine if other supplies would have been useful to have, and should be added.

The last inventory and restocking was XXX.

Updating the Disaster Response Plan

Update staff contact information immediately upon changes. Disaster Coordination Team and Disaster Response Team members should notify the Disaster Team Leader when changes occur. Last update XXX.

Other contact information: Verify annually. Last update XXX.

Content should be reviewed annually and following a disaster. Last update XXX.

Distribution List
Record of Incidents

In the space below, describe emergencies which have occurred. Include the date, the location within the building, the number of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence.