

## Standard #8: Emergency payment procedures and emergency financing options are established and maintained

### Are you prepared to operate financially without access to electronic systems?

To fulfill the disaster mission statement, organizations need to be able to pay their staff and suppliers on time.

#### 8a. Backup plans enable key financial procedures and payroll processing to continue.

- ☐ Moving towards electronic payroll and payments (encourage this).
- ☐ Off-site payroll processing: outsourcing, or agreement.
- ☐ Flexible policies: Analyze your policies to see what needs to be changed to allow the creation of payroll and payment solutions on short notice.
- ☐ Keep a list of credit cards that your organization maintains:
  - Where are they?
  - What are the limits of each?
  - Who can sign on each?
  - Do they have emergency credit extensions?
- ☐ Consider setting up a Line of Credit reserved for use in emergencies
- ☐ Be sure your organization is adequately insured for damage incurred by likely disasters in our region.

#### 8b. Emergency contact information is identified for key vendors and suppliers.

- ☐ Use critical documents lists as starting points for gathering this information.

#### 8c. Resources are prioritized for procurement.

- ☐ Use critical services list and other relevant lists as a starting point.

#### 8d. Procedures are in place to track disaster/emergency expenditures.

- ☐ Think about ways to track expenditures without the use of technology.
- ☐ Be able to respond to the needs of a disaster and keep track of receipts and time keeping.
- ☐ Maintain a level of "petty cash" for emergencies
- ☐ Include \$15-\$20 in coins for pay phones

### Key Tools for This Standard

- [Collaborating Agencies Responding to Disaster \(CARD\), Sections E, N, and O](#)
- [Key Supplier/Vendor Worksheet](#)
- [How Payless Paid Employees in the September 11 Aftermath](#)  
PDF Article
- [Federal Disaster Aid Information](#)

Application and answers to common questions

- [Disaster Declaration Process](#)
- [Fundraising and Development After a Disaster](#)  
Seven tips for fundraising in the aftermath of a disaster

[Agency Emergency Planning Contact Info](#)