Checklist

Disaster & emergency preparedness checklist

Are you ready to respond to a crisis?

Preparation is key to continuing operations during catastrophes, large-scale public events, cyber attacks and natural disasters. It's crucial to develop plans for both physical and cyber emergencies and test them periodically with business continuity and incident response drills.

Use this checklist to determine if you're properly equipped for optimal coverage and connectivity in any situation.

☐ Portable two-way radios

Count on using at least 15 percent more than your current pool of devices to communicate with volunteers and assist agencies.

☐ Two-way radio chargers and antennas

Keep extra antennas and chargers on hand (10 to 15 percent above your standard inventory) to ensure that you have enough to power extra two-way radios.

☐ Programming cables

Radios that cannot be programmed over the air will need a cable to connect to a computer. It's best to have additional sets of cables on hand to ensure that you can physically connect your two-way radios if needed.

☐ Updated software

Avoid the risk of not being connected due to outdated radios. Implement software updates faster and more efficiently via our Over-The-Air (OTA) solution.

☐ Backup and spare switches

Preparations for crises like storms and earthquakes should include backup or spare switches, either on-site or at another location, in case the primary switch goes down – a necessity for communicating with volunteers.

☐ Replacement parts

Ensure you have a comprehensive inventory of backup replacement parts, including commonly needed components like batteries.

☐ Fuel and fuel generators

Keep enough fuel and generators on hand to stay operational for at least eight hours in the event you lose power. Controller boards tend to fail after a few hours if they have power distribution issues.

☐ Radio systems inventory

Create a system inventory for rapid recovery including details on configuration, software, site/backhaul maps, redundancy, generators/fuel, mobile site locations, supplier contacts and available responder radio IDs.

☐ Spare equipment inventory

Take stock of spare equipment, antennas, lines and infrastructure boards and make sure you have the right version of each to match existing equipment.

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☐ Site-on-wheels preparedness

Locate any available site-on-wheels in the area and have them on standby.

☐ Local tower crews

Establish and maintain communication with local tower crews, emergency responders and equipment vendors. Make sure mutual aid agreements and clear communication protocols are in place.

☐ Technical resources

Identify and engage external service technicians to supplement restoration efforts within the disaster zone.

☐ CMSO Support

Our Centralized Managed Support Operations (CMSO) can provide support for access to logistics, order management and other resources during natural disasters and emergency situations.

☐ Public Safety Answering Points (PSAPs)

Contact supervisors and managers in your area to make sure they are prepared with everything they need. Communication with them is key prior to, during and following a disaster.

☐ Emergency Operation Centers (EOCs)

Make sure EOCs are ready with sleeping quarters and have an adequate supply of water, snacks and non-perishable food.

☐ Alerting Systems

Ensure that you have a mass notification system established to alert the public of dangerous weather and other emergencies. Test it regularly to make sure it is operating as intended for effective emergency communication. Periodically encourage community members to sign up for alerts.

Cyber incident preparedness

☐ Incident Response Plan

Make sure you have an Incident Response plan that is regularly updated and tested to reflect any changes in personnel or systems.

☐ Risk Assessment

Perform a periodic risk assessment to understand where you have weaknesses in your cybersecurity program that can be exploited by cyber attackers.

☐ Security Updates

Ensure that all software, devices and systems are consistently updated with the latest security patches.

☐ Vulnerability Scan

Conduct a comprehensive Vulnerability Scan using automated tools to identify and fix security flaws and misconfigurations within networks, systems and applications.

☐ 24/7 Monitoring

Deploy a Managed Detection and Response (MDR) service that includes Endpoint Detection and Response (EDR) to quickly identify potential indicators of cyber attacks and assist with remediation.

Keep in mind, it's best to be prepared for disasters and emergencies by performing system updates and maintenance during calm periods. Rather than waiting until a disaster is imminent, such as a hurricane, prioritize proactive preparation and readiness to ensure mission-critical communication systems are fully functional when emergencies arise.

To learn more about how to prepare for a disaster or cyber incident, visit: **motorolasolutions.com/disasterpreparedness**

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Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. motorolasolutions.com