Preparedness Actions for Economic Disruption Incidents	
Actions	**NIMS/ICS Function**
☐ Establish policies to authorize expenditures during a response. This might include pre-authorizations of certain expenditures or establishing emergency accounts or contracts with suppliers or contractors.	*Management, Finance*
☐ Mark all emergency-related contracts and pre-authorizations clearly so staff can find them quickly and not confuse them with executed instruments.	*Finance*
☐ Document the utility's critical financial records and systems.	*Finance*
☐ Create a plan to access critical financial records and systems remotely so staff can continue to use them even if an emergency prevents access to utility facilities.	*Finance*
☐ Identify how to continue to receive payments and make payments to employees and vendors during an emergency, even if staff cannot access utility facilities.	*Finance*
☐ Create a mechanism to expedite financial and procurement decision-making during an emergency.	*Management*
☐ Establish a financial contingency plan so staff can continue to operate essential services and implement recovery activities if an emergency significantly disrupts revenue.	*Finance*
☐ Consider establishing a "rainy day fund" as part of a utility's business continuity plan.	*Management*
☐ Ensure the utility's accounting system is able to capture financial data in a way that provides accountability and supports potential cost recovery actions.	*Finance*
☐ Increase the amount of cash on hand to facilitate purchase of supplies/equipment during response.	*Finance*
☐ Activate pre-authorizations for response and recovery spending and/or emergency contracts as needed.	*Management, Finance*
☐ Determine if staff can access normal financial and accounting systems; activate remote/alternate systems if needed.	*Logistics*
☐ Consider increasing limits on employee credit cards to facilitate purchase of supplies/equipment during response.	*Finance*
☐ Assess long-term implications of the incident on utility revenue and implement financial contingency plans as needed.	*Finance*
☐ Maintain accurate financial records to support accountability and reimbursement/cost recovery claims.	*Finance*