

IN CASE OF EMERGENCY OR GOVERNMENT SHUTDOWN

Each district may want to set up an easy to find guide in case an employee is gone for an extended period or is no longer available to consult with. A binder/folder could hold the information from the templates below and any other documents the district would like to add. This guide could also be used in the event of an anticipated government shut down or an emergency. Following are some of the documents and forms to build such a resource for your office.

Frequently Used Phone Numbers

Supervisors:

1. _____
2. _____
3. _____
4. _____
5. _____

District Conservationist: _____

Other NRCS Staff or Offices:

1. _____
2. _____
3. _____
4. _____

Neighboring Districts:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

County Offices:

Auditor _____
Commission _____
Weed & Pest _____
Other _____

Nurseries:

Big Sioux _____

Others _____

South Dakota Association of Conservation Districts:

South Dakota Dept. of Agriculture:

Division of Resource Conservation & Forestry _____

Staff 1. _____

2. _____

3. _____

4. _____

Other state departments:

1. _____

2. _____

3. _____

4. _____

Other federal agencies:

1. _____

2. _____

3. _____

4. _____

Below is a template for a Location File (modify to fit your district):

Keys:

Office _____

Who has _____

Tree Cooler _____

Who has _____

Vehicles _____

Who has _____

Files and safes _____

Who has _____

Other _____

Who has _____

Start-up Procedures for computers:

USDA computer _____

District computer _____

Passwords:

USDA computer _____ District Computer _____

Quickbooks _____

Sdconservation.net webmail _____

Back up devices _____

Other _____

Checkbook, Petty Cash, Credit Cards:

Employee Handbook:

Accounting Manual:

Tree Records:

Back-up Devices:

ACCOUNT NUMBERS AND PASSWORDS FOR ONLINE ACCOUNTS

EFTPS ACCT # _____ PSWD _____

SDRS ACCT # _____ PSWD _____

SALES TAX ACCT # _____ PSWD _____

WAGE REPORT ACCT # _____ PSWD _____

_____ ACCT # _____ PSWD _____

_____ ACCT # _____ PSWD _____

_____ ACCT # _____ PSWD _____

_____ ACCT # _____ PSWD _____

_____ ACCT # _____ PSWD _____