

Checklist for Fed-Related Preparations

- _____ 1. Have contact names, numbers, and Web site addresses for the Fed readily available. Update/confirm the list periodically.
- _____ 2. Be prepared to designate a primary point-of-contact from your organization, if appropriate (may change depending on event).
- _____ 3. Be prepared to notify the appropriate individuals within your organization of the Fed situation. Tell them who your organization's point of contact is and provide them with Fed contact information (if the point-of-contact is not available).
- _____ 4. Provide your contact information to the Fed and tell them who your primary point of contact is.
- _____ 5. Have copy of "[What the Fed asks of Armored Carriers during a Disruption](http://www.frbservices.org/BizContinuity/NatCash.html)" readily available (can be found at www.frbservices.org/BizContinuity/NatCash.html).
- _____ 6. Have copy of "[What the Fed asks of Depository Institutions during a Disruption](http://www.frbservices.org/BizContinuity/NatCash.html)" readily available (can be found at www.frbservices.org/BizContinuity/NatCash.html).
- _____ 7. Be prepared to communicate regularly with the Fed and participate in Fed-organized communication activities, if requested.
- _____ 8. Be aware that Fed may change hours of service or locations for service.
- _____ 9. Be aware that Fed may inquire about special shipments, extended hours, and Stem Run participation.
- _____ 10. Be aware that what the Fed requests of DIs (retain and re-use currency, exchange currency and coin, etc) may result in requests to you from DIs.