Fedwire® Funds Service and Fedwire Securities Service Contingency Event Preparedness Checklist

This document is intended to be a tool for your institution to use as you plan business continuity actions to help mitigate the impact of a weather event or other disruption to your Fedwire Funds Service and/or Fedwire Securities Service (Fedwire Services) transaction processing capabilities. View additional information about what you should do to prepare for, and actions you should take in the event of, a contingency event in our business continuity guides:

- *Fedwire Funds Service Business Continuity Guide*
- *Fedwire Securities Service Business Continuity Guide*

Pre-Contingency Event Preparations: Take these steps to help ensure your institution has the necessary documentation/equipment to process Fedwire Services transactions in a contingency situation.	*Complete* (✓)
Review Your Access Solution Contingency Procedures: As outlined in Operating Circulars 6 and 7, Fedwire Services participants are responsible for developing their own contingency and recovery plans to ensure the resilience of their Fedwire Services operations. The following are potential contingency arrangements for your primary access connection to the Federal Reserve Banks: 1. Establish an out-of-region data center. 2. If your institution uses FedLine Direct® to access the Fedwire Services, establish and test a FedLine Advantage® Solution for use in contingency situations. 3. Establish an out-of-region "buddy bank" arrangement (i.e., a third-party service provider arrangement). Refer to the FedLine® Solutions Business Continuity Guide for additional information.	
Create a Site-Specific Connectivity Matrix: Documenting your various system configuration and connectivity options to the Federal Reserve Banks will help you to identify alternatives for rerouting message traffic should relocation become necessary.	
Know Where Your Access Credentials Are: If you rely on the FedLine Advantage Solution as a primary or contingency connection to the Federal Reserve Banks, prepare to take your access credentials (e.g., tokens) with you if relocation becomes necessary.	
Confirm Buddy Bank Arrangements: If you have an out-of-region buddy bank arrangement for processing Fedwire Services transactions in case of a regional contingency event, ensure required forms are current and on file with your Wholesale Customer Support (i.e., Operating Circular 6, Appendix C – Fedwire Funds and Fedwire Securities Service Third-Party Service Arrangement).	
Understand the Fedwire Funds Service Offline Security Procedures: If your institution is a Fedwire Funds Service participant, educate authorized individuals about the Fedwire Funds Service offline security procedures (see Appendix A to Operating Circular 6)	
Understand the Fedwire Securities Offline Service as a Limited Contingency Tool: Be prepared to prioritize your most critical transactions; Wholesale Customer Support has limited capacity to process offline transactions. You should be prepared to use the offline service only as a last resort when your other contingency alternatives for processing Fedwire Securities Service transactions are unavailable.	

Understand the Import Contingency-Only Service: Be prepared to prioritize your most critical transactions; contact Wholesale Customer Support to initiate this service if your primary connection is disrupted, and you've exhausted all other available contingency options (e.g., backup FLA connection, service through a buddy bank or contingency service provider, etc.)	
Update Fedwire Services Authorization Forms: Ensure your institution's Fedwire Funds Service Authorization Form and/or Fedwire Securities Service Authorization Form are current and on file with Wholesale Customer Support.	
Provide Contingency Phone Numbers and Email Addresses: In the space provided on the Fedwire Funds Service Authorization Form and/or Fedwire Securities Service Authorization Form, include both primary and contingency telephone numbers (cell, home, alternate site, etc.) and email addresses for each authorized individual. The Federal Reserve Banks will contact authorized individuals **only** at the phone numbers and email addresses listed on your institution's authorization form(s).	
Review Fedwire Services Extension Guidelines: Ensure authorized individuals are aware of the operating hours for the Fedwire Funds Service and the Fedwire Securities Service, and the corresponding extension guidelines.	
Print Federal Reserve Contact List: Access the Find Your Contacts page on FRBservices.org® to print a listing of Federal Reserve contacts specific to your institution (e.g., Wholesale Customer Support, account executive) for use in the event of a power loss.	
Prepare an Evacuation Package: Preparing a packet of essential materials to take with you in the event of an evacuation may help you quickly re-establish your Fedwire operations from an alternate site. This packet might include: your connectivity matrix and a Federal Reserve contact list. If your institution uses the FedLine Advantage Solution to access the Fedwire Services, your evacuation package should include a reminder to take your FedLine Advantage tokens.	

During a Contingency Event: Take these steps during severe regional weather events or other disruptions to help continue processing Fedwire Services transactions.	*Complete* (✓)
Take Your Evacuation Package: If relocation is necessary, this packet should contain materials to help you quickly re-establish your Fedwire operations from an alternate site.	
Ensure Staff Take FedLine Advantage Access Credentials: If you rely on the FedLine Advantage Solution as a primary or contingency connection to the Federal Reserve Banks, take your access credentials with you if relocation is necessary.	
Implement Your Contingency Procedures: Determine which contingency arrangement applies to the specific event and implement it. For example: 1. Transition to your out-of-region data center and/or FedLine Advantage solution contingency connection. 2. Activate your pre-established buddy bank arrangement. 3. Identify the most critical transactions that your institution needs to process during the disruption; authorized individuals may be able to use the Contingency Service (Fedwire Funds) or the Offline Service (Fedwire Securities) to manually process a limited number of critical transactions if alternate access connections fail.	

Contact Wholesale Customer Support: Alert Wholesale Customer Support that you are in a contingency situation, and they will help you work through your Fedwire processing options.	
Consider Whether You Need to Request an Extension: Ensure authorized individuals are aware of the operating hours for the Fedwire Funds Service and the Fedwire Securities Service, and the corresponding extension guidelines.	

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