

*This document is intended to be a tool for your financial institution to use as you plan business continuity actions to help mitigate the potential impact of a forecasted weather event or other local disruption to your Fedwire transaction processing capabilities. View more detailed information about the tasks below in our [Fedwire Services Business Continuity Guide](#).*

<b>Pre-storm Preparations:</b> <b>Take these steps to help ensure your institution has the necessary documentation/equipment to process Fedwire Services transactions in a contingency situation.</b>	<b>Complete</b> (✓)
<p><b>Review Your Access Solution Contingency Procedures:</b> As outlined in <a href="#">Operating Circulars 6 and 7</a>, Fedwire participants are responsible for developing their own contingency and recovery plans to ensure the resilience of their Fedwire operations. The following are potential contingency arrangements for your primary access channel to the Federal Reserve Banks:</p> <ol style="list-style-type: none"> <li>1. Establish an out-of-region data center</li> <li>2. Install and test a FedLine Advantage® access solution contingency connection</li> <li>3. Establish an out-of-region “buddy bank” arrangement (i.e., a third-party service provider arrangement)</li> </ol> <p>Refer to the <a href="#">FedLine Access Solutions Business Continuity Guide</a> for more detailed information.</p>	
<p><b>Create a site-specific connectivity matrix:</b> 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.</p>	
<p><b>Know Where Your Tokens Are:</b> If you rely on the FedLine Advantage access solution as a primary or contingency channel to the Federal Reserve Banks, prepare to take those credentials with you if relocation becomes necessary.</p>	
<p><b>Confirm Buddy Bank Arrangements:</b> If you have an out-of-region buddy bank arrangement for processing Fedwire transactions in case of a local disruption, ensure required forms are current and on file with your Wholesale Operations Site (e.g., Operating Circular 6, Appendix C – <a href="#">Fedwire Funds and Fedwire Securities Service Third-Party Service Arrangement</a>).</p>	
<p><b>Understand the Fedwire Offline Security Procedures:</b> Educate authorized individuals about the Fedwire offline security procedures (Appendix A to <a href="#">Operating Circular 6</a>) and the Fedwire Offline Services Contingency Alternative <a href="#">Quick Reference Guide</a>. Be prepared to prioritize your most critical payments; the Wholesale Operations Site has a limited capacity to process offline transactions. The offline service should be your last resort when your other contingency alternatives for processing Fedwire transactions are unavailable.</p>	
<p><b>Update Fedwire Authorization Forms:</b> Ensure your institution’s Fedwire Funds Service and/or Fedwire Securities Service <a href="#">authorization form</a> is current and on file with your <a href="#">Wholesale Operations Site</a>.</p>	
<p><b>Provide Contingency Phone Numbers:</b> In the space provided, include both primary and contingency telephone numbers (cell, home, alternate site, etc.) for each authorized individual. The Federal Reserve Banks are permitted to call authorized staff members <b>only</b> at the phone numbers listed on the Fedwire Authorization form.</p>	
<p><b>Activate Fedwire Funds Service Code Words:</b> Ensure your Fedwire Funds Service offline code word list has been acknowledged (activated) with your Wholesale Operations Site and is readily available to authorized individuals. Maintain a separate, distinct code word list in a secure location at your contingency site.</p>	
<p><b>Practice Fedwire Offline Procedures:</b> Periodically originate transactions via the Fedwire offline service to exercise your internal procedures. Note: Current offline surcharges will apply.</p>	
<p><b>Review Fedwire Extension Guidelines:</b> Ensure authorized individuals are aware of the <a href="#">Fedwire operating hours</a> and <a href="#">extension guidelines</a>.</p>	
<p><b>Print Federal Reserve Contact List:</b> Access the <a href="#">My FedDirectory®</a> tool on FRBservices.org to print a listing of Federal Reserve contacts specific to your financial institution (e.g., your Wholesale Operations Site, account executive) for use in the event of a power loss.</p>	
<p><b>Prepare an Evacuation Package:</b> Preparing a packet of essential materials to take with you in the event of an evacuation will help you quickly re-establish Fedwire operations from an alternate site. This packet could include: your connectivity matrix, code word list (if you don’t store a separate, distinct code word list at the alternate site) and Federal Reserve contact list. Remember your FedLine Advantage tokens, too.</p>	

<b>During a Local Disruption/Storm:</b> Take these steps during the actual weather event or local disruption to help continue processing Fedwire transactions.	Complete (✓)
<b>Take Your Evacuation Package:</b> If relocation is necessary, this packet should contain valuable materials to help you quickly re-establish access to Fedwire operations from an alternate site.	
<b>Ensure Staff Take FedLine Advantage Tokens:</b> If you rely on the FedLine Advantage access solution as a primary or contingency channel to the Federal Reserve Banks, take those credentials with you.	
<b>Implement Your Contingency Procedures:</b> Determine which contingency arrangement applies to the specific event and implement it. For example: <ol style="list-style-type: none"> <li>1. Transition to your out-of-region data center and/or FedLine Advantage access solution contingency connection</li> <li>2. Activate your pre-established buddy bank arrangements</li> <li>3. Identify critical transactions; authorized individuals can use the Fedwire offline service to manually process a small number of critical transactions in the event that alternate access channels fail.</li> </ol>	
<b>Contact Your Wholesale Operations Site:</b> Alert the <a href="#">Wholesale Operations Site</a> that you are in a contingency situation. The Wholesale Operations Site can help you work through your Fedwire processing options.	
<b>Consider Whether You Need to Request an Extension:</b> Review Fedwire extension guidelines and ensure authorized individuals are aware of the <a href="#">Fedwire Services operating hours</a> and <a href="#">extension guidelines</a> .	

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