



STATE OF TENNESSEE  
**DEPARTMENT OF FINANCIAL INSTITUTIONS**  
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**BILL HASLAM**  
GOVERNOR

**GREG GONZALES**  
COMMISSIONER

MEMORANDUM

TO: All Banks and Credit Unions headquartered in Tennessee

FROM: Greg Gonzales, Commissioner

DATE: February 22, 2016

RE: Joint exercise of emergency plans with all depository financial institutions headquartered in TN, TEMA and TDFI

The Tennessee Department of Financial Institutions would like to offer you a great opportunity to exercise your emergency response plans. The Tennessee Emergency Management Agency (TEMA) is preparing to conduct a state-wide exercise on June 23, 2016. This exercise will include several large events occurring across the state on the same day. Therefore, you have the opportunity to exercise your Emergency Response Plan, (business disaster response plan or Continuity of Operations Plan) and communication abilities when the entire state is impacted. You can determine at what level your institution would like to participate, whether that be simply exercising your phone tree to staff, a table-top exercise or a full scale exercise involving off-site testing.

TEMA is going to conduct an additional day to exercise the recovery phase of an emergency situation on June 24, 2016. As you know, the first 24-48 hours of an emergency situation primarily involves life safety measures and other safety related issues. Clearly, your institutions would have some items that you would need to address in the first 48 hours of an emergency that you can exercise on June 23rd. However, in the recovery phase of an emergency it is crucial that banks and credit

unions resume operations to serve their communities and make funds available for citizens' immediate needs. Therefore, on June 24th we will be exercising ways that financial institutions can establish a business location, obtain cash, get gas for armored cars, tend to ATMs, communicate with TDFI and other emergency management entities, etc. Again, you can determine at what level your institution would like to participate in the recovery exercises on June 24<sup>th</sup>.

Finally, TEMA is also offering to provide a workshop on April 21, 2016 from 10:00 a.m. to 2:00 p.m. (CST) in Nashville for any institutions who want to participate in either or both of the exercise dates to provide additional information about the exercises. We will try to provide a bridge line number in case your institution would like to participate in the workshop via conference call.

If your institution would like to participate in either or both exercise days or the workshop please email Gina Tarolli at [gina.tarolli@tn.gov](mailto:gina.tarolli@tn.gov) by February 29, 2016 to let her know which exercise days you want to participate in and whether you want to attend a workshop. If you would like to participate in the workshop via conference call let Gina Tarolli know that as well. Also, provide the name and contact information for the person at your institution who the Department and TEMA should be working with. We are also in conversations with our Federal regulatory partners to seek input from them about what level they may plan to participate in these exercises. Any institution is welcome to participate whether TDFI is your primary regulator or not.

TDFI will be participating in both exercises and the workshop. This is an unprecedented opportunity for all of us to take our emergency planning and exercising to the next level and I encourage you to participate if you can. Should you have any questions about this letter banks should feel welcome to call Tod Trulove at 615-741-5064 and credit unions should feel welcome to call Tina Miller at 615-532-1030.