

- A process to account for all employees. As the COOP situation progresses, it may be possible to expand operations. It is important to be able to reach employees when they are needed.
- Provisions for providing guidance and assistance to employees and their families. Anticipating questions and providing guidance will help employees focus on their work, while being assured that their families are being cared for.

1. Developing a plan

Emergencies can occur quickly, and a quick response can be the difference between life and death or serious injury. It is important for employees and their families to develop plans for responding in an emergency and to discuss:

- The types of emergencies most likely to occur.
- How the families will get information about the emergencies (e.g. Emergency Alert System broadcasts).
- What family members will do in each case.
- Familiarity with emergency plans at schools and workplaces.

2. Go-Kits

All personnel should ensure their families have readily accessible go kits in case of an emergency. When preparing for emergency situations, it's best to think first about the basics of survival: **fresh water, food, clean air and warmth**. At a minimum each kit should contain:

- NOAA Weather Radio (with a tone-alert feature, if possible) that automatically alerts listeners when a watch or warning is issued for the surrounding area.
- Copies (in a waterproof, fireproof portable container) of important records, such as insurance policies, bank account records, emergency or law enforcement contact information, and other priority documents that cannot easily be replaced.
- Name and phone number of an out of area contact. It may be easier to call someone outside the area than to make local calls during an emergency. An out of area contact can relay messages about the location and safety of family members.
- Water--amounts for portable kits will vary. Individuals should determine what amount they are able to store comfortably and to transport to other locations. If it is feasible, store one gallon of water per person per day, for drinking and sanitation.
- Food--at least a three-day supply per person of non-perishable food.