

- Battery-powered radio and extra batteries.
- Flashlight and extra batteries
- First Aid kit
- Whistle to signal for help
- Dust or filter masks, readily available in hardware stores, which are rated based on how small a particle they filter
- Moist towelettes for sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Plastic sheeting and duct tape to "seal the room"
- Garbage bags and plastic ties for personal sanitation

For more information on creating a Go Kit visit [www.ready.gov](http://www.ready.gov) or [www.redcross.org](http://www.redcross.org)

### **V. Training, Testing and Exercises**

For the agency COOP plan to be effective each part of the agency must know how to execute its portion of the COOP plan and how it relates to the other parts of the COOP plan. The Training, Testing, and Exercises (TT&E) phase of the planning process is extremely important for employee awareness and readiness. It ensures the agency's COOP program and all personnel are capable of supporting the continued execution of essential functions as long as an emergency situation persists.

Federal Preparedness Circular (FPC) 65 requires that all federal agencies test, train and exercise their plans to assess, demonstrate and improve agencies' ability to execute COOP plans effectively when necessary. Objectives of the COOP TT&E program include:

- Assess and validate COOP plans, policies and procedures.
- Ensure agency personnel are familiar with COOP procedures. In some cases, this also extends to public officials or other individuals who are part of the COOP Team.
- Ensure COOP personnel are sufficiently trained to carry out essential functions in a COOP situation.
- Test and validate equipment to ensure both internal and external interoperability.