

a. Go-Kits

Use Worksheet # 42 to complete this task.

The transition to the alternate facility will occur more quickly if all needed equipment and administrative supplies are located at the facility before an emergency occurs. Another way to ensure a rapid recovery is for essential personnel to create Go-Kits. Like the kits personnel encourage their families to prepare, organizational Go-Kits are packages of records, information, communication and computer equipment and other items related to emergency operations. They should contain items that are essential to supporting the team member's operations at the alternate facility. Each key employee should prepare a kit in advance and keep it up to date and available should deployment be necessary.

b. Reception and In-processing

The COOP plan must establish a reception area and in processing procedures for deployed personnel. Personnel must know where to go to check in and receive assignment to their workspaces. Arriving personnel may also need information about hotels, restaurants, laundry facilities and medical treatment facilities.

In processing packets should be prepared in advance of COOP activation and provided to employees for inclusion in their Go-Kits. The packets should include information, such as:

- Hours of operation.
- Anticipated duration of the relocation, if known.
- Safety and security measures.
- The information line telephone number.

c. Personnel Accountability

COOP procedures must provide for accountability of deployed and non-deployed personnel. Accountability is critical to ensure:

- All personnel are safe.
- Essential employees have arrived at the site.
- Replacement personnel and augmenters can be identified quickly, when necessary.