What is the #1 priority during a disaster?
The safety and well being of people is the No. 1 priority.
No personnel, no disaster response
Taking Care of Employees and Families
THANK GOD - IT'S A PANEL OF EXPERTS.

DISASTER RELIEF
Essential Personnel (EP)  
The Backbone of Disaster Response

- EP are those who **must come to work** to make sure essential functions continue in times of disaster.

- EP perform duties that require them to **leave their families** and homes during the most serious events.

- EP are essential to disaster response but their families are also **personally impacted**.
Essential Personnel (EP)
The Backbone of Disaster Response
• EP face **significant barriers** to fulfilling their duty but organizations can take steps to **reduce these barriers** and increase the provision of essential services.
EMPLOYEES CRISIS PREPARATION PLAN
TAKING CARE OF EMPLOYEES AND FAMILIES

IDENTIFY EP AND THEIR FUNCTIONS

EMPOEYES CRISIS PREPARATION PLAN

Successors
TAKING CARE OF EMPLOYEES AND FAMILIES

IDENTIFY EP AND THEIR FUNCTIONS

SUCCESSORS

CONTACT INFORMATION LIST OF EP

CASCADE & EQUIPMENT

EMPLOYEES CRISIS PREPARATION PLAN
TAKING CARE OF EMPLOYEES AND FAMILIES

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CASCADE & EQUIPMENT

SOP & INTERNAL COMMUNICATION PLAN

AGREEMENTS & TASKS

EMPLOYEES CRISIS PREPARATION PLAN
TAKING CARE OF EMPLOYEES AND FAMILIES

IDENTIFY EP AND THEIR FUNCTIONS

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Successors

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SOP & INTERNAL COMMUNICATION PLAN

Agreements & Tasks

TRAINING

EMERGENCY COMMAND CENTER (ECC)

ESTABLISH EMERGENCY COMMAND CENTER (ECC)

Training
TAKING CARE OF EMPLOYEES AND FAMILIES

- Identify EP and their functions
- Contact information
- List of EP
- Home Preparation Crisis Preparation Plan
- Successors
- Cascade & Equipment
- SOP & Internal Communication Plan
- Agreements & Tasks
- Training
- Establish Emergency Command Center (ECC)
- EP Basic Needs
- Shelters, First Aid, Rest, Food & water
- Home Emergency-Kits
TAKING CARE OF EMPLOYEES AND FAMILIES

EMPLOYEES CRISIS PREPARATION PLAN

- ASSISTANCE TEAMS ASSISTANCE CENTER
- IDENTIFY EP AND THEIR FUNCTIONS
- CONTACT INFORMATION LIST OF EP
- SOP & INTERNAL COMMUNICATION PLAN
- ESTABLISH EMERGENCY COMMAND CENTER (ECC)
- EP BASIC NEEDS
- HOME PREPARATIONS
- Transportation & Supplies
- Shelters, First Aid, Rest, Food & water

Successors
Cascade & Equipment
Agreements & Tasks
Training

ASSISTANCE TEAMS ASSISTANCE CENTER

Home Emergency-Kits

Transportation & Supplies

Shelters, First Aid, Rest, Food & water

Training

Home Emergency-Kits
Before the emergency – **PREPARE**

During the emergency – **ACT**

After the emergency – **EVALUATE**
Before the emergency - PREPARE

1. Identify an **Emergency Team Leader**

2. Identify the **EP and their functions**.

3. Develop a **list of EP** with their main information (telephones, address, number and ages of family members).

4. Update list of **contact information** for managers and members of the Emergency Command Center (ECC).
5. Develop a **cascade communication** system.

6. Coordinate **shelter, supply, transportation** and **communication** for EP and their families.

**EP – at airport**
 Coordination with vendors, police, fire department, ministry of health)

**FAMILIES – at home**
 Coordination with neighbors, municipality, shelters
During the emergency - ACT

1. Activate Emergency Command Center (ECC) and Assistance Center

2. Activate communications cascade

3. Require presence of the EP

4. Distribute EP according to their function and the needs

5. Distribute supplies for EP and their families

6. Define EP working hours and resting time
1. **Assess** the effectiveness of the measure to care for EP and their families

2. Identify **gaps** and **lessons learned** from the emergency

3. **Adjust** the plan for taking care of EP and their families
Personal Preparedness Checklist - HOME

- **Plan** with your family, including your kids. Asking your kids for input will help make them more comfortable and increase the probability it will be successful!
- **Practice** the plan.
- Update **contact information** with your schools and your spouse’s office. Choose a reliable location to store the contact information as well.
- If you are EP, **share** with your family about EP’s Crisis Preparation Plan, ways to communicate and seek assistance.
- Prepare a Home **Emergency Kit**

**Preparedness Resources:**
- FEMA Family Communication Plan Template
- U.S. Department of Labor Emergency Action Plan E-Tool
**ESSENTIAL MODERN SURVIVAL KIT**

**WATER**
Potable water in suitable containers for immediate drinkability, and a water filter for purifying after you run out of bottled water.

**FOOD**
High calorie foods such as high calorie energy bars or MRE (meals-ready-to-eat) are vital to maintain sufficient energy to keep going.

**EXTRA CLOTHING**
Even if it’s warm outside, if you get in trouble without extra clothes, hypothermia becomes a risk. Bring a stocking hat and rain jacket; and avoid cotton which is worthless when wet.

**BODY WARMERS**
Body warmers. Bring reflective "aluminized" space blanket or survival blanket to retain body heat, catalytic heater and bottled gas fuel.

**SHELTER**
Small tent, tarp with grommets, large plastic trash bag as poncho or expedition shelter roof.

**SUNGLASSES**
Good vision is essential. There are some great sunglasses out there that will enhance your vision, provide polarization for water or snow, and will prevent eye fatigue.

**SANITATION**
Toilet paper, hygiene products, soap, hand-towel and any other body care products you may need.

**FIRST AID KIT**
First aid kit. Keep at least the basics: band aids, sterile gauze, disinfectant, first aid manual, medical tape, medical scissors, disposable gloves, tweezers, cotton swabs and a thermometer.

**EXTRA CASH**
Extra cash will enable you to purchase the supplies you did not include and other necessary items. Although it may not be needed or deemed useless in the event of a major disaster, it is always good to keep some emergency cash on hand. A good amount to save is $50 for a disaster survival kit.

**MEDICATIONS**
Medications. There should be at least a seven-day supply of any prescription and non-prescription medications used by family members in your disaster survival kit.

**MATCHES**
"Strike Anywhere" matches, not the type that you must strike on the box. Store the matches in a water-tight case. Keeping a lighter and a fire starter in addition to matches are a good idea.

**POCKET KNIFE**
A multi-purpose tool with a knife is ideal.

**MAP**
Simply having a good map of the region you’re in could get you out of trouble. Know how to read and navigate with maps.

**COMPASS**
A compass is ideal for establishing bearings while used in conjunction with a map. A GPS isn’t so good for that.

**FLASHLIGHT**
And extra batteries. A LED flashlight, preferably a head-mounted style, is the best choice. Even though LED flashlight batteries last a considerable time, keep extras.

**PERSONAL DOCS**
Important personal documents like, proof of address, insurance policies, birth certificates and passports should be stored together in an area with easy access in case of a natural disaster.

**WEATHER RADIO**
A small weather radio will keep you informed of the conditions outside and where to seek shelter or emergency personnel during and after a natural disaster.

**CELL PHONE**
And chargers. The towers may be down following a natural disaster, but emergency personnel will get them repaired fast for communication. Keep a cell phone with a wall and car charger handy.

**SOURCES:**
http://modernsurvivalkit.com/survival-kit/
http://www.idahoisland.com/home-improvement/disaster-survival-kit
Pathway to **RESILIENCE**

**Personal Preparedness Checklist - WORK**

- Upload **files** consistently into a shared workspace/web-portal.
- Make sure you have the **equipment, resources, and authorizations** that you need to telecommute. If not, make a list of your needs to discuss with your supervisor.
- Before accepting responsibility for a project or task, **clarify** what is expected of you with those involved.
- Have the updated **communication cascade** (emergency contacts) list handy.
- Locate the stairs in your building and choose a nearby location as a **safe point** to reconvene.

**Keep the following at your office:**

- Pair of comfortable shoes
- Non-perishable food
- Flashlight
- Battery-run radio
- One gallon of water
- First-aid kit
- Supply of any medications you take regularly
- Change of clothing
Before a disaster...
Be prepared.
Be resilient.
Thank you