



# **Personal Preparedness and Continuity of Operations Planning**

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## Personal Preparedness

**Personal preparedness** is the preparation and planning necessary to effectively handle an emergency. It involves individuals developing an emergency plan that identifies services they require, and what resources they need to have on hand in case of an emergency. Emergency plans should be written and given to loved ones, care givers and other relevant parties.

# Personal Preparedness

## Why prepare?

- Emergencies and disasters can strike quickly and without warning.
- What would you do if basic services were cut off (water, gas, electricity or telephones)?
- Where might you be at the time (home, work, school, traveling)?



# Are You Prepared?

**The time to plan for an emergency is NOT during one.**



# Are You Prepared?

The three main steps of preparedness:

- Be Informed
- Make a Plan
- Get a Kit



## Some of the Threats

- Fire
- Hazardous materials
- Energy crises
- Thunderstorms/  
tornadoes
- Drought
- Severe winter weather
- Floods
- Prison disturbances
- Terrorism

## Make A Plan

- Decide what you will be able to do for yourself and what help you may need before, during and after a disaster.
- Create a personal support network.
- Make a list of the items you will need during a disaster.



### Questions to help those with special needs:

- What things do you need all the time?
- Do you use public transportation?
- Do you get regular medical treatments?
- Do your medications need to be kept cold?
- Do you need help with personal care (examples: cooking, bathing, etc.)?
- Do you use equipment that needs electricity to work (examples: oxygen units, chair lifts, monitors, etc.)?
- Do you use aids such as a walker, cane, wheelchair or a scooter?
- Do you have a service animal?



## When making a plan:

- Meet with family members, friends and other trusted people to go over your emergency plan. Tell them where your emergency supplies are kept.
- Choose an out-of-town contact – after a disaster, you should call this person and tell them where you are.
- Fill out an Emergency Health Information Card. Keep it up to date and with you at all times.
- Plan and practice an escape route from your home.

### **Additional things to keep in mind when making your plan:**

- Plan for transportation if you need to leave your home and go to a shelter.
- Discuss who will check on you during an emergency. Make sure that trusted person has an extra key to your home and knows where your emergency supplies are.
- Teach those who may need to help you in an emergency how to use any needed equipment (like oxygen units).
- Check that all of your visual and vibrating alerting systems have battery back-up in case of a power outage. Replace the batteries every six months.

**If a disaster happens, you could be stuck in your home without electricity or a telephone for days, and you might need to leave your house quickly.**

- Have an emergency supply kit ready with food and important items that will save you time during a disaster.
- Your kit should have enough supplies to last you and your family for at least **three** days.

## Basic kit items:

- Bottled water
- At least a three-day supply of foods
- Battery-powered radio and extra batteries
- Flashlight and extra batteries
- Cash
- Extra clothing
- Copies of important documents

## First Aid Kit:

- Bandages and gauze pads
- Hypoallergenic adhesive tape
- Antibacterial wet wipes and antibiotic ointment
- Rubbing alcohol and hydrogen peroxide
- Latex gloves
- Scissors
- Tweezers
- Cold pack
- Non-breakable thermometer
- Aspirin and non-aspirin pain reliever
- Laxatives
- Emetics (to induce vomiting)

## Additional kit items:

- Paper/plastic cups, plates, utensils
- Non-electric can opener
- Propane cooking stove
- Pot and pan for cooking
- Multi-purpose tool/utility knife
- Pencil/pen
- Plastic sheeting and duct tape to shelter-in-place (to be used when directed)
- Whistle
- Needles and thread
- Matches in a water-proof container
- Personal hygiene items (toothbrush, deodorant, etc.)
- Soap
- Towels/washcloths
- Plastic bucket with lid (indoor toilet)

### **Additional special needs items:**

- Extra hearing aids and batteries
- At least a one-week supply of your medicines and a list of all your prescription medicines and dosages
- Extra batteries for things like wheelchairs or oxygen
- List of the style and serial number of any medical devices, such as pacemakers
- Medical Insurance and Medicaid/Medicare cards

### **Also have these lists in your kit:**

- Names and phone numbers of loved ones or friends who should be called if you are injured
- Key phrases for emergency personnel about any special needs such as transportation, visual aids, sign language interpreters, any medications or medical equipment you use. For example:
  - “I need an interpreter”
  - “I need announcements to be written”
  - “I need insulin”



Visit **ReadyPA.org** for more tips,  
checklists and plan templates



# Seat of your pants

# Continuity of Operations Planning

## Continuity of Operations Plan (COOP)-defined

A means to ensure that **agencies** are able to continue performance of **essential functions** under a broad **range of circumstances**.

# Continuity of Operations Planning

## Importance of having a COOP

- Clients expect delivery of products or services on time.
- To ensure your supply chain is not interrupted.
- Your staff may be limited during a disaster or emergency.
- The services you provide may support other organizations during disaster.
- To communicate to clients, staff and other stakeholders quickly.

# Continuity of Operations Planning

## COOP Program Committee

- Program Coordinator
  - leads the development of the COOP
- Program Committee Members
  - assist with the development, implementation, evaluation and maintenance of the COOP
  - include employees with knowledge of all aspects of the organization.

# Continuity of Operations Planning

## Develop a policy

- Define roles and responsibilities
- Authorize selected employees to develop the program and keep it current
- Define the goals and objectives of the COOP

# Continuity of Operations Planning

## **COOP Policy Goals and Objectives:**

- Protect the safety of employees, clients and others at risk from hazards at the facility. Plan for persons with disabilities and functional needs.
- Maintain client service by minimizing interruptions or disruptions of operations.
- Protect facilities, physical assets and electronic information.
- Prevent environmental contamination.
- Protect the organization's brand, image and reputation.

# Continuity of Operations Planning

## COOP Development

- Identify potential hazards
  - Complete a risk assessment
- Mitigate your risk



# Continuity of Operations Planning

## COOP Components

- Resource Management
- Emergency Response Plan
- Crisis Communication Plan
- Business Continuity Plan
- Information Technology Plan
- Employee Assistance & Support
- Incident Management
- Training

# Continuity of Operations Planning

## COOP Components (continued)

- Testing and Exercise
  - Reinforce knowledge of procedures, facilities, systems and equipment
  - Improve individual performance as well as organizational coordination and communications
  - Evaluate policies, plans, procedures and the knowledge and skills of team members
  - Reveal weaknesses and resource gaps
  - Improve the overall strength of the COOP
- COOP Improvement
  - Plan review
  - Corrective Action

# Resources

[www.readypa.org](http://www.readypa.org)

[www.health.state.pa.us](http://www.health.state.pa.us)

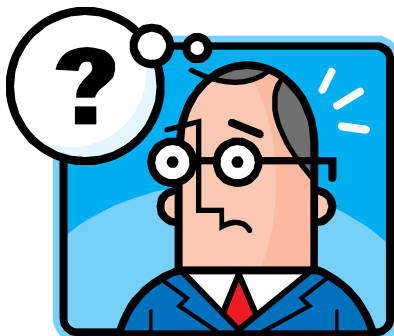
[www.cdc.gov](http://www.cdc.gov)

[www.pema.state.pa.us](http://www.pema.state.pa.us)

[www.fema.gov](http://www.fema.gov)

[www.ready.gov/business/program](http://www.ready.gov/business/program)

# Questions?



## Contact Information

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