Personal Preparedness = Agency Preparedness
INTRODUCTION

All Continuity of Operations planning starts with personal and family preparedness.

— Kirk Knoll, GPO Business Continuity Manager

Everyone should have at least three days worth of basic supplies on hand to survive when an emergency occurs. This flip-book contains some basic items that every personal emergency go-kit should include. However, it is important that individuals consider where they live and the unique needs of their families in order to create an emergency go-kit that will meet their needs. Individuals should also consider having multiple emergency go-kits, one at home and smaller portable kits in their workplace, vehicle and other places they spend time.

Go-kits are an individual effort. The Federal Government does not currently offer incentive or subsidize the development of go-kits. GPO however, promotes go-kits as a beneficial initiative for personal preparedness.
HOME GO-KIT CHECKLIST

- Water, one gallon per person per day for at least three days
- Food, at least a three-day supply of non-perishable food
- Battery powered or hand crank radio and NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries.
- First aid kit
- A whistle to signal for help
- Dust mask to help filter contaminated air
- Plastic sheeting and duct-tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food
- Local maps
- Prescription medication and glasses
Additional Home Considerations

☐ Important family documents in waterproof container; including emergency contact lists
☐ Cash or travelers checks
☐ Sleeping bags and warm blankets
☐ Fire extinguishers
☐ Matches in waterproof container
☐ Feminine supplies and personal hygiene items
PERSONAL OFFICE GO-KIT

In the event that an emergency occurs while at work, a personal go-kit will enhance your ability to react and recover. Further, personal go-kits allow for self-sufficiency which diminishes the reliance on emergency responders and creates a focused response environment.

Creating a personal go-kit for the office is beneficial for shelter-in-place emergencies, evacuations, and general personal care.

Please utilize the home go-kit checklist as a reference for creating your personal office go-kit.

Offices should also have an office go-kit which contains pertinent documentation or other office supplies for the continuation of business processes. Business Unit COOP Coordinators are responsible for maintaining office go-kits.
CONSIDERATIONS FOR CHILDREN

- Formula, bottled water, bottles
- Jars of baby food and baby spoons
- Diapers and diaper rash ointment
- Medications
- Moist towelettes and hand sanitizer
- Blankets, pacifiers, and layers of clothing
- Sunhat in warm months, warm hat in cool months
- Several small, lightweight toys
- Identify alternative caretakers for children in the event you are unavailable
- Become familiar with the school's emergency plan

Create an Emergency Plan Card

- Personal identification information
- School information
- Parent/guardian information
- Emergency meeting locations
- Important contact information
- Alternative caretaker information
Elderly and Special Needs

- Create a personal support network of family and friends who can help you in an emergency.
- Make sure that someone in your network has a key to your home and knows where you keep emergency supplies.
- Keep at least a week's worth of medications on hand.
- Keep a copy of all prescriptions as well as dosage or treatment information.
- If you undergo any regular medical treatments, or if you require home health care services, talk to your service provider about its emergency plans.
- Talk to your pharmacist or doctor about what else you need to prepare.
- If you are dependent on electricity for a wheelchair or any life-sustaining device, consult your power provider.
- Make copies of important documents, including your health insurance and Medicare and Medicaid cards.
☐ Keep this list in your go-kit, along with the names and phone numbers of the people in your support network

☐ For your go-kit, consider items such as eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, oxygen, dentures, and emergency foods that meet any special dietary needs

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Some local emergency management offices maintain registers of people with disabilities and registers of older people so you can be located and assisted quickly in a disaster. Contact your local emergency management agency to see if these services exist where you live.
PET CONSIDERATIONS

☐ ID collar and rabies tag
☐ Current photo (in case they get lost)
☐ Carrier and leash
☐ Medications
☐ Newspapers and plastic trash bags
☐ Veterinary records
☐ At least a three-day supply of food and water

*If you must evacuate, take your pets with you if possible. However, if you are going to a public shelter, it is important to understand that animals may not be allowed inside. Plan in advance for shelter alternatives that will work for both you and your pets.*

*Identify relatives or neighbors that can care for your pets in the event you are unavailable.*
NATIONAL RESOURCES

www.Ready.gov
www.FEMA.gov
www.DHS.gov
www.DisasterHelp.gov
www.CitizensCorp.gov

LOCAL RESOURCES

District of Columbia
www.72hours.dc.gov

Maryland
http://www.mema.state.md.us

Virginia
www.vaemergency.com
BUSINESS CONTINUITY

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Please do not hesitate to contact our office for planning assistance.