

Personal
Preparedness = **Agency**
Preparedness

GPO

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

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



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