Agency Leaders' Role in COOP Planning
Planning Responsibilities:
▪ Appoint a COOP Program Manager. ▪ Approve the COOP plan and supporting process and procedures. ▪ Conduct strategic planning sessions. ▪ Approve a COOP Multi-Year Strategy and Program Management Plan (MYSPMP). ▪ Identify and prioritize essential functions. ▪ Establish an order of succession. ▪ Assign delegations of authority. ▪ Coordinate intraagency COOP efforts and initiatives. ▪ Select Emergency Relocation Group (ERG) members. ▪ Ensure that each ERG position is filled at all times. ▪ Ensure that ERG members are equipped and trained to perform their responsibilities. ▪ Ensure that backup copies of vital records are current. ▪ Designate personnel to be responsible for maintaining and office "go kit." ▪ Participate in periodic internal and interagency COOP exercises. ▪ Participate in or conduct tests, training, and exercises. ▪ Ensure that all information technology and communications requirements are identified. ▪ Promote family readiness.
COOP Activation and Implementation Responsibilities
▪ Ensure that the emergency notification process is activated. ▪ Notify the designated operations center upon activating COOP plans. ▪ Provide updates on COOP status to the designated operations center. ▪ Report to relocation sites, as directed. ▪ Report upon arrival to the designated relocation site. ▪ Activate the COOP plan when directed. ▪ Submit daily reports, such as status and attendance reports, as required. ▪ Ensure that each ERG position is filled at all times. ▪ Ensure that backup copies of vital records are current. ▪ Ensure that the office "Go kit" is available. ▪ Ensure that procedures are in place for completion of time and attendance.
COOP Reconstitution Responsibilities
▪ Assign a reconstitution point of contact. ▪ Plan for and assist in the reconstitution process.

COOP Program Manager's Responsibilities for COOP Planning
▪ Developing a Multiyear Strategy and Program Management Plan for COOP. ▪ Developing short- and long-term goals and objectives. ▪ Forecasting budget requirements. ▪ Assisting in the identification of planning team members. ▪ Developing a blueprint for developing the COOP program. ▪ Overseeing the business impact analysis, hazard analysis, and vulnerability analysis processes. ▪ Leading the planning team toward COOP plan development; testing, training, exercising; and revision. ▪ Coordinating the plan's test, training, and exercise program, including after-action reporting and plan revision. ▪ Identifying and assisting in resolving issues related to COOP plan development, activation, implementation, and reconstitution. ▪ Working with internal and external agents to identify alternate facility locations. ▪ Developing measurable criteria for measuring and evaluating COOP performance. ▪ Acting as a liaison between the planning team and agency leaders.

Recommended "Go Kit" Supply List

Recommended Supplies to Include in a Basic Kit:

- **Water**, one gallon of water per person per day, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- **Battery-powered radio** and **extra batteries**
- **Flashlight** and **extra batteries**
- **First Aid kit**
- **Whistle** to signal for help
- **Dust mask** or cotton t-shirt, to help filter the air
- **Moist towelettes** for sanitation
- **Wrench** or **pliers** to turn off utilities
- **Can opener** for food (if kit contains canned food)
- **Plastic sheeting** and **duct tape** to shelter-in-place
- **Infant formula** and **diapers**, if you have an infant
- **Garbage bags** and **plastic ties** for personal sanitation

Clothing and Bedding:

If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes.

One complete change of warm clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long sleeve shirt
- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket for each person

Other items to consider adding to your Supply Kit:

- Emergency reference material such as a first aid book or a print out of this information
- Rain gear
- Mess kits, paper cups, plates and plastic utensils
- Cash or traveler's checks, change
- Paper towels
- Fire Extinguisher
- Tent
- Compass
- Matches in a waterproof container
- Signal flare
- Paper, pencil
- Medicine dropper
- Feminine supplies
- Personal hygiene items
- Disinfectant
- Household chlorine bleach

You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.

Important Family Documents:

Keep copies of important family records such as insurance policies, identification and bank account records in a waterproof, portable container.

Creating a Family Plan
CREATING A FAMILY PLAN Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. ▪ It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members. ▪ Be sure every member of your family **knows the phone number** and has **coins** or a **prepaid phone card** to call the emergency contact. ▪ **You may have trouble getting through**, or the telephone system may be down altogether, **but be patient.** **Emergency Information** Find out what kinds of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified. Methods of getting your attention vary from community to community. One common method is to broadcast via **emergency radio** and **TV broadcasts**. You might hear a special siren, or get a telephone call, or emergency workers may go door-to-door. Call the closest chapter of the American Red Cross for emergency information that applies to your community. **Emergency Plans** You may also want to **inquire about emergency plans** at places where your family spends time: **work**, **daycare** and **school**. If no plans exist, consider volunteering to help create one. Talk to your neighbors about how you can work together in the event of an emergency. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead and communicate with others in advance.

Planning Activity

My family has:

- ☐ Discussed the types of emergencies that are likely to occur and the types of response actions that the family might have to take for each emergency situation.
- ☐ Developed a “Go Kit” that includes food, medication, and emergency supplies for at least a 72-hour period.
- ☐ Identified important financial and legal documents that should be included in the go kit.
- ☐ Discussed evacuation routes from the neighborhood and area.
- ☐ Discussed shelter-in-place procedures.
- ☐ Identified a rendezvous point for family members, both in the neighborhood and outside the area.
- ☐ Identified an out-of-area contact and provided the contact information to all family members.
- ☐ Checked on emergency procedures at schools, nurseries, and other places where family members are likely to be in an emergency.
- ☐ **Practiced the plan!**

My agency has plans to:

- ☐ Notify employees when an emergency occurs.
- ☐ Implement a call-in number for emergency information and rumor control.
- ☐ Implement a process for accounting for and tracking all employees.
- ☐ Implement provisions for improving guidance and assistance to employees and their families.
- ☐ Incorporate regular communications to employees.
- ☐ Update information as necessary.
- ☐ Secure the worksite.
- ☐ Safeguard vital records.