

**ART**  
Americas Relief Team



**OAA**  
Outreach Aid to the Americas



**C-PRReP**  
COMMUNITY - PORT RESILIENCY PROGRAM



# What is more important people or things?



**PEOPLE ARE  
MORE  
IMPORTANT  
THAN THINGS**



# Taking Care of Employees and Families



# No personnel, no disaster response



# Essential Personnel (EP)

## The Backbone of Disaster Response

- EP are those who **must come to work** to make sure essential operations continue in times of an emergency.
- EP perform duties that require them to **leave their families** and homes during the most serious events.
- EP are needed for the response even if their families are also **personally impacted**.



# Caveat

- The information included in this presentation is based on general emergency planning principles.
- When planning the management of EP for emergencies, organizations need to consider compliance with the country labor laws and regulations.



# Essential Personnel (EP)

## The Backbone of Disaster Response





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## The Backbone of Disaster Response

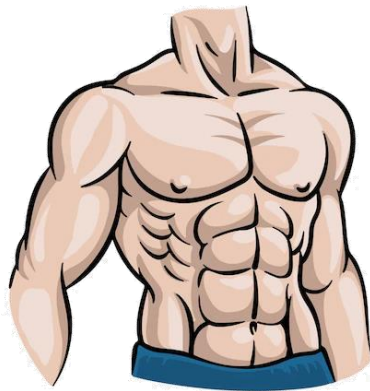
- EP face **significant barriers** to fulfilling their duty, but organizations can take steps to **reduce these barriers** and increase the provision of essential services.
- **PLAN, PLAN, PLAN**



“Hmm... that’s definitely not what they meant by emergency preparedness.”



# The Six Pack of EP Emergency Planning



# The Six Pack of EP Emergency Planning

1

IDENTIFICATION  
OF EP AND  
FUNCTIONS

2

LIST OF CONTACT  
INFORMATION

3

INTERNAL  
COMMUNICATION  
PLAN

4

RELIEF &  
EMERGENCY  
ORGANIZATIONS

5

EMERGENCY  
NEEDS/SUPPLIES

6

HOME AND  
OFFICE  
PREPARATIONS

# 1. IDENTIFICATION OF EP AND FUNCTIONS

- Each division should **identify EP**. Consider who lives closer and the vulnerability of their families.
- Define **EP's functions** during the emergency.
- **Notify the EP** about their designation and expected functions.



# 1. IDENTIFICATION OF EP AND FUNCTIONS

- **Identify substitutes** of the EP.



## 2. LIST OF CONTACT INFORMATION

- Develop a **list of EP** with their main information (telephones, address, number and ages of family members, and special needs)
- Operations and Human Resources should have a **copy of the list**.
- **Update list** of contact information for managers and members of the Emergency Operations Center (EOC).



# 3. INTERNAL COMMUNICATIONS PLAN

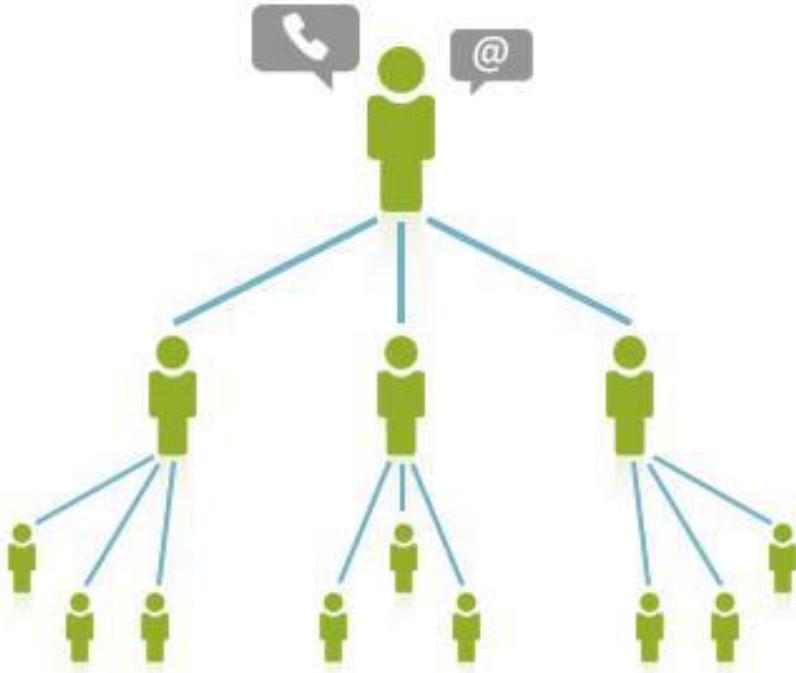
- Develop an **internal communication system** for reaching out to EP (cascade communication, communication tree)



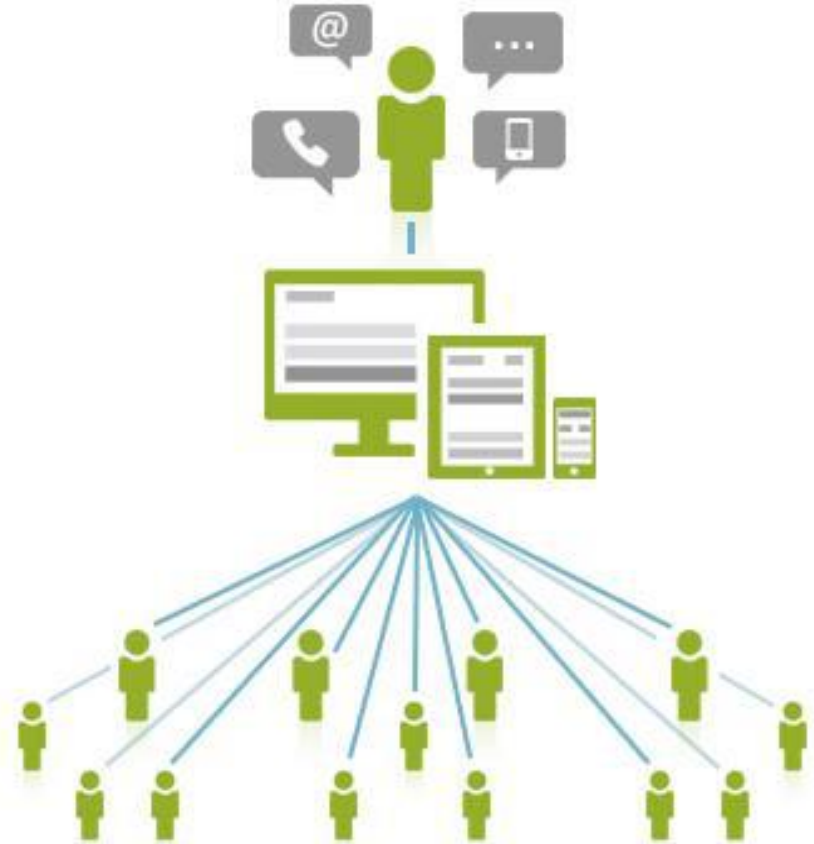


# Examples of Internal Communication Systems

Manual  
Tree / Chain Notification



Automated  
Mass Notification



# 4. RELIEF & EMERGENCY ORGANIZATIONS

- Identify nearest **relief agencies and shelters**.
- Coordinate **shelter, supply, and transportation** (neighbors, health facilities, churches, municipalities)



# 5. EMERGENCY NEEDS/SUPPLIES



List and prepare emergency supplies for EP and families (first aid, food, hygiene products, water)

# 6. HOME AND OFFICE PREPARATIONS

## Personal Preparedness Checklist - **HOME**

- Plan** with entire family.
- Practice** the plan.
- Update **contact information** (schools, spouse's office, shelters, health services). Choose a reliable location to store contact information as well.
- Prepare a Home **Emergency Kit**



### **Preparedness Resources:**

#### **FEMA Family Communication Plan Template**

[http://www.ready.gov/sites/default/files/documents/files/Family\\_Emergency\\_Plan.pdf](http://www.ready.gov/sites/default/files/documents/files/Family_Emergency_Plan.pdf)

#### **U.S. Department of Labor Emergency Action Plan E-Tool**

<http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm>

# **ESSENTIAL MODERN SURVIVAL KIT**



## **WATER**

Potable water in suitable containers for immediate drink-ability, 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 expedient 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://modernsurvivalblog.com/survival-kit/>

<http://www.idealhomegarden.com/home-improvement/disaster-survival-kit>

[http://en.wikipedia.org/wiki/Survival\\_kit](http://en.wikipedia.org/wiki/Survival_kit)



Waterpr

Osprey

Osprey

Osprey

# 6. HOME AND OFFICE PREPARATIONS

## Personal Preparedness Checklist - **WORK**

- Upload **files** into a shared workspace/web-portal.
- Ensure **equipment, resources,** and **authorizations** to perform essential work.
- Clarify** expectations of assigned duties.
- Have updated **communication cascade** (emergency contacts) list handy.
- Locate building **safe point** to reconvene.
- Define **working and resting hours.**



### Keep the following at your office:

- |  |   |
|--|---|
| <input type="checkbox"/> Pair of comfortable shoes | <input type="checkbox"/> One gallon of water                          |
| <input type="checkbox"/> Non-perishable food       | <input type="checkbox"/> First-aid kit                                |
| <input type="checkbox"/> Flashlight                | <input type="checkbox"/> Supply of any medications you take regularly |
| <input type="checkbox"/> Battery-run radio         | <input type="checkbox"/> Change of clothing                           |

Do You Bend or Break?

# RESILIENCE



# Thank you

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