<Organization Logo>

<Company Name>

Business Continuity Plan

*<Date>*

Template provided by: **

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**EXECUTIVE OVERVIEW**

This Business Continuity Plan template provides a framework, guidance, and concept of operations to support businesses to continue and/or rapidly restore their critical business functions in the event of a disruption to normal operations. This template includes an overview of continuity operations, outlines the approach for supporting an organization’s critical business functions, and defines the roles and responsibilities of staff. It also outlines the orders of succession, notification procedures and communication methods, plan activation and deactivation protocols, provisions for alternate work locations, and the plan for maintaining and restoring access to vital records. *Language in italics is intended to be directional or sample language.*

This document establishes procedures and processes to maintain operational continuity for businesses based on three types of disruptions that could occur individually or in any combination:

* Loss of access to parts of or the entire facility (e.g., following a fire, sudden storm, or flooding);
* Loss of services due to a reduction in the workforce (e.g., during pandemic influenza, civil disturbance, or strike);
* Loss of services due to equipment or systems failure (e.g., information technology (IT) systems failure, electrical grid failure).

This document serves as a template at all times and is intended to be customized at each step to fit the needs of the business owner or designee. Adjustments and additions to the framework laid forth in this document are welcomed. The more functional the document is for an organization, the greater success they will have navigating an emergency event.

For more information on developing a Business Continuity Plan, please contact the Arlington County Department of Public Safety Communications and Emergency Management.

**Document Change Control**

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# Introduction

## Overview

Continuity of Operations (COOP) planning ensures businesses can continue or immediately resume the performance of their organization’s critical business functions, which are the functions. These are the functions that support the organization’s mission, comply with legal requirements, and support life-safety, under all circumstances. The potential threats and hazards include natural, technological, and man-made incidents, as well as incidents that result in loss of access to parts of or an entire facility or loss of service due to equipment or systems failure. The benefit of COOP planning includes the ability to anticipate response actions following a myriad of incidents, improve a business’ performance of its critical business functions, and ensure timely recovery.

## Plan Scope & Applicability

The scope of this plan covers [Company Name]. The plan is applicable once the life safety of employees, customers, and guests has been verified and in the event that a facility is or will become inaccessible. It can be active during normal business hours and after hours, with and without warning.

## Plan Objectives

The [Company Name] Business Continuity Plan objective is to facilitate the resumption of critical operations, functions, and technology in a timely and organized manner to ensure a viable and stable organization. In doing this, it is critical to ensure the safety and well-being of employees, customers, and guests.

The primary objectives of the plan are to:

* **Maintain Critical Business Functions**
* Most critical departments/business functions
* **Ensure Employees Can Access An Alternate Facility**
* Ensure that employees have safe access to the facility(s)
* **Protect Vital Records**
* Ensure that they are accessible under all conditions

## Plan Assumptions

The following assumptions were used while creating this plan:

* An event has occurred that affects normal business operations.
* There is limited or no access to the affected facility.
* Qualified personnel are available to continue operations.

# Risk Assessment

The following table reflects hazard probability assumptions gathered from the 2017 Northern Virginia Hazard Mitigation Plan.

Table 1 2017 Hazard Mitigation Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
| Flooding | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Coastal Hazards (e.g., Hurricane  Tsunami Tropical Storms Nor’Easter) | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Thunderstorms/  Lightning/Hail | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Tornado | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Winter Storms/  Ice Storms | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| High Winds | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Wildfire | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Landslide | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
| Earthquake | 4. Highly Likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * Low High * Medium * Low |

*\*Note: The below table can be completed based on the business owner or designee’s assessment of hazards facing the company that are not included in table 1.1. Though the impact and duration of hazards for your business may differ from this table.*

Table 2 [Company Name] Hazard Mitigation Analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Probability | Magnitude | Warning | Duration | Risk Priority |
|  | 4. Highly Likely  3 Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
|  | 4. Highly Likely  3 Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
|  | 4. Highly Likely  3 Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |
|  | 4. Highly Likely  3 Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6 – 12 hrs.  2. 12 – 24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6 – 12 hrs.  2. 3 – 6 hrs.  1. < 3 hrs. | * High * Medium * Low |

# Critical Business Functions

## Overview

Critical business functions are those functions and critical activities that an organization must maintain in a continuity situation when there has been a disruption to normal operations, in order to sustain the mission of the organization, comply with legal requirements, and support life-safety. They are the backbone of a business and must be continued in order for the organization to meet its mission. These functions are not meant to be the name of a division, program, unit, etc. but meant to be the actual process/function that must be continued. These processes/functions can be supported or ‘owned’ by different divisions/units, but the unit itself is not a critical business function.



## How To Complete The Critical Business Function Table

*The following information details how to complete elements of Table 3 located on page 11. When completing this table, minimize the use of acronyms and describe actions in plain terms so that staff members who may be unfamiliar with the function will be able to use the document to resume and sustain the critical business function, if necessary.*

### *Function*

*Enter the specific function that may need to be resumed.*

### *Business Process to Complete*

*Write a high-level description of the function process. Include any specific forms or systems that may be needed.*

***Supporting Activities***

*Supporting activities are those tasks performed to achieve a critical business function and should be described.*

***Lead Point of Contact (POC) and Alternate***

*Identify and include contact information, if necessary, for staff POCs for each supporting activity.*

***Vendors and External Contacts***

*Identify and include contact information, if necessary, for vendor POCs for each supporting activity.*

### *Vital Records*

*Vital Records are those records a business needs to sustain the mission of the organization and comply with legal requirements. Vital records must be stored in multiple places in multiple formats. The identification, protection, and ready availability of vital records needed to support essential functions are critical components of a successful COOP Plan. They must be protected against damage and loss and must be kept current and complete. By protecting and storing vital records in redundant fail-safe formats, such as hard copies, alternate database locations, virtually, on external hard drives, etc. staff can access vital records that contribute to the business’s rapid resumption of critical business functions.*

*Examples of documents that should be considered vital records are as follows, but not limited to:*

* *Policies and procedures, contracts, Memorandums of Agreement/Understanding, insurance information, and payroll data.*
* *An electronic and hard copy list of staff members and their contact information.*
* *Necessary keys, access codes, or passwords.*
* *Continuity facility location and directions.*

*Over time, records can become outdated, and insufficient representation of current plans, procedures, records, etc., is possible. It is essential that records are updated appropriately following a predetermined schedule. If vital records are not updated and thusly destroyed, incomplete or inaccurate information may be relied upon during emergencies, and outdated information and records can slow the continuation and reconstitution of essential functions.*

### *Maximum Allowed Downtime*

*Identify the amount of time your business could afford for the function to be down before it could cause the business irreparable harm. Consider using the following units:*

* *Less than 24 hours*
* *1 day to 1 week*
* *1 to 2 weeks*
* *2 to 4 weeks*
* *30 days or greater*

### *Criticality*

*Enter High, Medium, or Low, depending on how critical the function is to the operations of your business. Following are some considerations to use when determining criticality:*

* *What business objective/goal does this function support?*
* *How often does this function occur?*
* *How many business units (departments) perform this function?*
* *Does the successful completion of this function depend on any other functions?*
* *Are other functions dependent on this function for its successful completion?*
* *Is there a potential for revenue loss if this function is not completed?*
* *Is there a potential for fines, litigation, additional downtime, or other punishment for noncompliance due to a regulatory requirement?*
* *Does this function directly impact the business’ image or market share?*
* *What priority ranking would you give this function as compared to other functions?*

### *Required Resources*

* *People: Identify the number of employees required for this function. Also, identify if a staggered resumption of employees is an option.*
* *Equipment: Identify the type of equipment and how many would be required in order to get this function back in operation.*
* *Supplies: Identify any unique supplies required for this function (do not list items that could be easily purchased from an office supply store). This would include any paper forms or documents needed.*
* *Information Technology: Identify software (e.g., Microsoft Office, QuickBooks, Point of Sale system), systems, applications, and electronic documentation needed to complete the function.*
* *Interdependencies: List other business functions this function relies on in order to be operational.*

*The following blank table should be used to conceptualize your organization’s critical business functions. Generally, organizations should identify 3-5 critical business functions. The following tables are customizable and have no limit to how much information should be included. The table can be easily copy/pasted so that each critical business function has its own table. Language in italics is intended as a sample.*

Table 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Company Name] Company Critical Business Function** | | | | |
| **Critical Business Function 1:** | | | | |
| **Business Process To Complete:** | | | | |
| **Supporting Elements** | | | | |
| **Supporting Activities**  **(describe)** | **Lead POC** | **Vendors and External Contacts** | **Vital Records** | **Max Allowed Down Time** |
| **Alternate** | **Criticality** |
| Activity | Position Title | Brief list of vendors or external contacts to know for COOP purposes | Brief list of the vital records that support this activity | Time/Days |
| Position Title | High/Med/Low |
| Activity | Position Title | Brief list of vendors or external contacts to know for COOP purposes | Brief list of the vital records that support this activity | Time/Days |
| Position Title | High/Med/Low |
| Activity | Position Title | Brief list of vendors or external contacts to know for COOP purposes | Brief list of the vital records that support this activity | Time/Days |
| Position Title | High/Med/Low |
| **Implications If Not Conducted:** *Interruption and/or loss of this function would interrupt…. Furthermore, it would result in a delay of the capability to…* | | | | |
| **Calendar Dependence:** *e.g., this function is always occurring; this function only occurs in summer months; this function is active during inclement winter weather, etc.* | | | | |
| **Required Resources:** *Staff, equipment, supplies, information technology, and other resources.* | | | | |
| **Facilities:** *Standard office space that can accommodate up to XX people at any time. Traditional office equipment and space for phones, computers, scanners, printers, etc., with network access to Internet, radio, and other telecommunications services.* | | | | |
| **Supporting Partners:** *List private sector or public sector supporting partners.* | | | | |
| **Vital Records:** *List relevant vital records and their location, if appropriate.* | | | | |

# PLAN ACTIVATION PROCEDURES

The Business Owner or designee initiates the implementation of the Business Continuity Plan.



## Plan Activation During Normal Business Hours

If it is determined that the facility cannot be re-inhabited, the Business Owner or designee will inform personnel on next steps. *Employees may be instructed to go home to await further instructions or to activate the Business Continuity Plan, which may trigger activation of an alternate site or activation of a telework plan. Further communications, such as instructions on where and when to report for work will utilize the communication procedures detailed in Sections 5 and 9.*

## Plan Activation Outside Normal Business Hours

If an event occurs outside normal business hours that renders a facility uninhabitable, the Business Owner or designee will activate the Business Continuity Plan using the communication procedures detailed in Section 5.

## Actions upon Activation

Upon activation of the Business Continuity Plan, the Business Owner or designee will be responsible for notifying the alternate site, if appropriate, of their impending arrival.

# Internal communciation procedures



## Staff Accountability

Once employees, customers, and guests have evacuated from the impacted facility personnel should remain at the primary assembly point and await further instructions.

Once at the assembly point accountability must be performed:

* Initiate headcount and make note of missing and/or injured employees, customers, and guests; and
* Report missing and/or injured employees, customers, and guests to the Business Owner or designee. This information should be shared with emergency first responders on scene.

*The Business Owner or designee should determine the best methods for disseminating communications to staff and socialize these policies with staff prior to an incident occuring. See Section 9, Employee Contact List.*

Table 4

|  |  |
| --- | --- |
| Employee Communication Methods | |
| 1 | *Staff work email, list located at XXXX location* |
| 2 | *Staff work mobile phones, list located at XXXX location* |
| 3 | *Staff personal email and mobile phones, list located at XXXX location* |

# Alternate Facilities

# Overview

### An alternate continuity facility provides a fallback location for a business to safely transfer operations should the main facility become inoperable due to loss of access to parts of the facility or the entire facility. The use of alternate facilities and telework options, when available, enhances organizational resilience during incidents that render primary facilities unavailable.

# Alternate Facility Selection

When determining appropriate alternate facilities, an organization must ensure that they provide the means and capabilities needed to perform critical business functions. Considerations for alternate facilities may include but are not limited to the following elements:

* Sufficient distance from the primary facility as not to be impacted by cascading events.
* Access to critical equipment and supplies, or can be prepared to operate essential equipment and supplies within 12 hours of Business Continuity Plan activation.
* Current Memorandums of Understanding/Agreement.
* Sufficient levels of physical and information technology security.

# Telework as an Alternate Site

Teleworking is an arrangement between an employee and the employee’s supervisor that allows the employee to work at home or other non-traditional location. Telework is not always an option for all business types, though it should be utilized when available. *The organization’s telework policy should be inserted here and adapted, as needed, to support continuity operations. For example, provisions should be included that authorize telework of employees who may not otherwise be eligible.*

# How to Complete the Alternate Site Ranking Table

*The following information details how to complete elements of Table 5 located on page 15.*

***Site address***

*Include the physical address for the facility. It is strongly recommended that maps illustrating a route from the primary facility to the alternate facility be included as an annex to this plan.*

***Distance from the Primary Facility***

*Include the driving distance between the two locations.*

***Facility POC***

*Include the name, title, and contact information (including cell phone number) of the person responsible for activating the alternate facility during a continuity event. This person should be predesignated, and plan socialization and testing should occur on a regular basis.*

***Required Equipment***

*Equipment not currently staged at the facility that is critical to maintaining critical business functions.*

***Parking/Public Transit Accessibility***

*What, if any, parking availability does this facility have? List which public transportation routes would be used to access this location.*

***Americans with Disability Act (ADA) Compliance***

*Identify if the facility is ADA compliant. If the facility is partially compliance, site what elements this includes.*

# Alternate Site Ranking

Table 5

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Site Address | Distance from Primary Facility | Facility POC | Required Equipment (pre-staged or procurement needed?) | Parking/Public Transit Accessibility | ADA Compliant |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

# Orders of sucession and delegations of authority

**7.1 OVERVIEW**

Orders of succession are prepared to provide clarity of senior leadership roles and responsibilities if individuals in these roles during normal operations are unavailable. A delegation of authority provides successors with the legal authorization to act on behalf of critical positions within the organization for specific purposes and duties.

**7.2 ORDERS OF SUCESSION**

These orders of succession are a formal and sequential list of senior leadership positions, written by position and not name, to identify who is authorized to assume the role of a position, should the incumbent be unavailable. The term unavailable means the incumbent of a position is not able, because of absence, disability, incapacity, or other causes, to exercise the powers and duties of an office. *Pre-identifying orders of succession is critical to ensuring the continuation of effective leadership during an incident that disrupts operations.*

**7.3 DELEGATIONS OF AUTHORITY**

Delegations of authority are the legal authorization to act on behalf of critical positions within the organization for specific purposes and duties. In order to ensure the rapid response to any situation requiring the activation of this Business Continuity Plan employees who serve in key decision-making positions must develop and maintain pre-delegated authorities for policy determinations and decisions, as needed. The delegations of authority should include what type of authority is being delegated, such as signatory or credit card authorization for purchasing, and limitations of the delegated authority. All duties of each decision-making position are delegated, as listed in the Orders of Succession.

When the incumbent cannot fulfil that authority for any reason, to include but not limited to absence, disability, incapacity, or other causes, the Delegations of Authority are activated. Each authority is also terminated when the incumbent returns. The importance of pre-delegated authorities is to ensure that important functions or authority can continue should the primary position become unavailable to complete their given functions. Staff who hold critical positions must maintain the pre-delegated authorities through effective cross-training and exercises for their successors.

## How To Complete The Orders of Succession and Delegations of Authority Table

*The following information details how to complete elements of Table 6 located on page 17. This table is customizable and has no limit to how much information is included. Please copy/paste to create a table for each position that must be continually occupied.*

***Position To Be Succeeded***

*This should be the title of the position that will need to be filled in the event a staff member becomes unavailable.*

***Successors***

*This should be the title of the position, not an individual, that will need to fill the position identified in the first column. They should be listed in sequential order.*

***Delegated Authorities***

*These are the task and responsibilities held by the position delineated in the first column.*

***Activation and Termination Triggers***

*Select from incapacitated, unavailable, or selective decision as a reason for activation, per each position. Termination can be identified as sample language suggests, or alternations can be made to termination thresholds.*

**7.4 Orders of Succession and Delegations of Authority**

Table 6

|  |  |  |  |
| --- | --- | --- | --- |
| **Position to be Succeeded** | **Successors** | **Delegated Authorities** | **Activation and Termination Triggers** |
| *Department/Agency*  *Lead* | *Successor 1* | *Delegated authorities or all duties as assigned* | *Activate: Incapacitated, unavailable, or selective decision*  *Terminate: Return of Director* |
|
|
| *Successor 2* | *Delegated authorities or all duties as assigned* | *Activate: Incapacitated or unavailable*  *Terminate: Return of Director* |
| *Successor 3* | *Delegated authorities or all duties as assigned* | *Activate: Incapacitated or unavailable*  *Terminate: Return of Director* |

# Plan Deactivation

# Overview

Plan deactivation is the process of demobilizing the alternate facility and restoring critical business functions to the primary facility or a new facility that will permanently replace the damaged facility. Plan deactivation may not consist of an exact replacement of lost facilities, equipment, or processes. The goal of plan deactivation is to reestablish the organization’s capabilities in the most efficient manner. In some continuity incidents, extensive coordination may be necessary to backfill staff, procure a new operating facility, and re-establish IT infrastructure and vital records. When it is determined the activation of the Business Continuity Plan is no longer needed all personnel should be informed of new locations, policies, and procedures.

# Criteria For Plan Deactivation

The business owner or designee will determine, based on input from first responders, staff responsible, and other entities, when it is safe and when the organization is prepared to restore or transfer critical business functions to the original facility or to an alternate facility for long-term usage.

Critical business functions must be restored in priority sequence based upon the classification and criticality of the function. The following elements are typically completed prior to plan deactivation:

* Purchase and acquire equipment, supplies, and make travel arrangements needed for the resumption effort.
* Temporarily suspend non-critical functions, as necessary, to support the resumption efforts.
* As applicable, utilize personnel from other sites to support the resumption efforts.

# Resumption Procedures

Provide information as to how each function outlined in Table 1 will be resumed and which staff members need to be active participants in this process.

## How To Complete The Plan Deactivation Table

*The following information details how to complete elements of Table 7 located on page 19. When completing this table minimize the use of acronyms and describe actions in plain terms so that staff members who may be unfamiliar with the function will be able to use the document to resume and sustain the critical business function, if necessary. Some information needed to complete this can be drawn from Table 3.*

### Business Function Resumption/Plan Deactivation Process

|  |  |  |  |
| --- | --- | --- | --- |
| # | Function | Supplies | Required Resources |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Table 7

# Employee Contact List

Table 8

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Title / Responsibility | Home / Cell Number | Personal Email Address |
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# Vendor Contact List

Table 9

|  |  |  |
| --- | --- | --- |
| Vendor | Resource/Service | Contact Information |
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# Family Emergency Plan

Employees must also prepare in advance for what to do in an emergency and should develop a Family Support Plan to increase personal and family preparedness. To develop your Family Support Plan, use the templates available at [www.ready.gov](http://www.ready.gov). this site includes a ‘Get Ready Now” pamphlet, which explains the importance of planning and provides a template that you and your family can use to develop your specific plan. The following list is gathered from <https://www.ready.gov/build-a-kit>.

**11.1 Basic Disaster Supplies Kit**

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.

**A basic emergency supply kit** could **include the following recommended items:**

* [Water](https://www.ready.gov/water) - one gallon of water per person per day for at least three days, for drinking and sanitation
* [Food](https://www.ready.gov/food) - at least a three-day supply of non-perishable food
* Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
* Flashlight
* First aid kit
* Extra batteries
* Whistle to signal for help
* Dust mask to help filter contaminated air and plastic sheeting and duct tape to [shelter-in-place](https://www.ready.gov/shelter)
* Moist towelettes, garbage bags and plastic ties for personal sanitation
* Wrench or pliers to [turn off utilities](https://www.ready.gov/safety-skills)
* Manual can opener for food
* Local maps
* Cell phone with chargers and a backup battery
* Download the [Recommended Supplies List](http://www.fema.gov/media-library/assets/documents/90354) (PDF)

**11.2 Additional Emergency Supplies**

Consider adding the following items to your emergency supply kit based on your individual needs:

* [Prescription medications](https://www.ready.gov/individuals-access-functional-needs)
* Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
* Glasses and contact lens solution
* Infant formula, bottles, diapers, wipes, diaper rash cream
* Pet food and extra water for your pet
* Cash or traveler's checks
* Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
* Sleeping bag or warm blanket for each person
* Complete change of clothing appropriate for your climate and sturdy shoes
* Household chlorine bleach and medicine dropper to disinfect water
* Fire extinguisher
* Matches in a waterproof container
* Feminine supplies and personal hygiene items
* Mess kits, paper cups, plates, paper towels and plastic utensils
* Paper and pencil
* Books, games, puzzles or other activities for children