



1

**What is more important
people or things?**



2

PEOPLE ARE MORE IMPORTANT THAN THINGS







3

Taking Care of

Employees and Families







4

No personnel, no disaster response



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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**.



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Essential Personnel (EP) The Backbone of Disaster Response



The illustration shows a man in a suit sitting at a desk with a laptop, looking stressed. Three thought bubbles emanate from his head: the first shows a family of six people; the second shows medical supplies like a first aid kit, a bottle, and a person in a wheelchair; the third shows an airport terminal with a plane taking off.





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Essential Personnel (EP) 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**



The illustration shows four stylized human figures working together to stack large, colorful blocks that spell out the word "PLAN". The blocks are yellow (P), blue (L), green (A), and red (N).





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The Six Pack of EP Emergency Planning



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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



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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.



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1. IDENTIFICATION OF EP AND FUNCTIONS

- **Identify substitutes** of the EP.



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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).



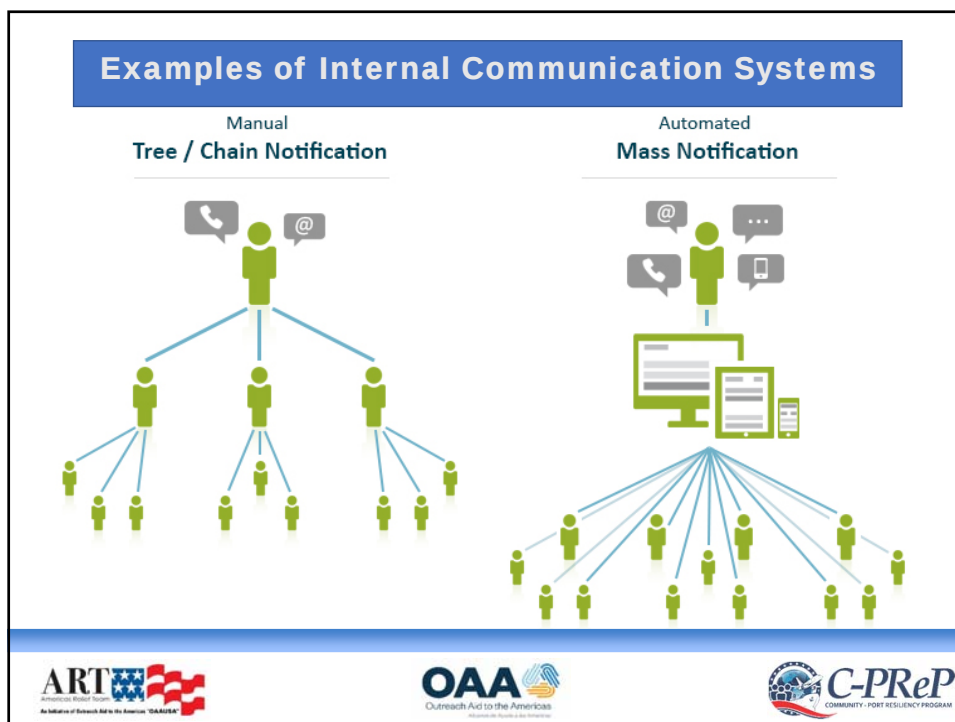
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3. INTERNAL COMMUNICATIONS PLAN

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



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4. RELIEF & EMERGENCY ORGANIZATIONS

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







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5. EMERGENCY NEEDS/SUPPLIES



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



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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

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

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

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6. HOME AND OFFICE PREPARATIONS

Personal Preparedness Checklist - **WORK**

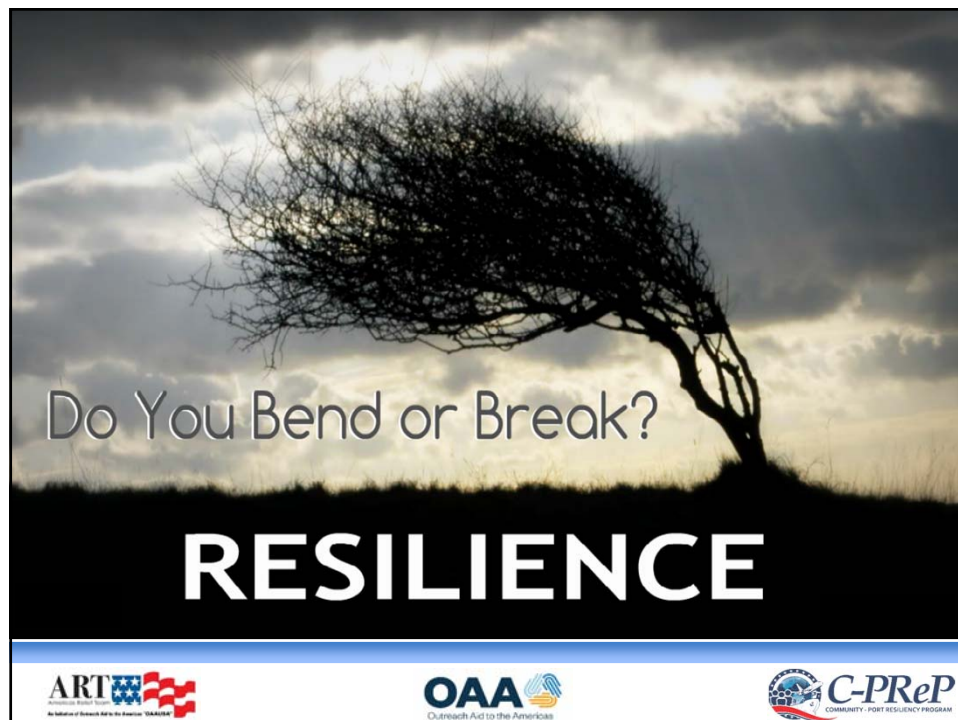
- ☐ Upload **files** into a shared workspace/web-portal.
- ☐ Ensure **equipment, resources**, and **authorizations** to perform essential work.
- ☐ **Clarify** expectations of assigned duties.
- ☐ Have updated **communication cascade** (emergency contacts) list handy.
- ☐ Locate building **safe point**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



Keep the following at your office:

- | | |
|--|---|
| ☐ Pair of comfortable shoes | ☐ One gallon of water |
| ☐ Non-perishable food | ☐ First-aid kit |
| ☐ Flashlight | ☐ Supply of any medications you take regularly |
| ☐ Battery-run radio | ☐ Change of clothing |

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