



The First Ten Plays

Preparing Employee Families for Disasters*

- **First work with your staff and Human Resources to establish how many families would need and/or want this planning assistance. How many critical staff are there and where are their homes located?**
- **Ensure your internal policies clearly explain the expectations of employees to perform during disaster operations, including repercussions of abandoning their posts.**
- **Identify the threats relevant to the families of employees and develop preparedness plans and guidance around those defined elements.**
- **Evaluate documents in your community from other organizations that prepare their employee's families. If it is possible, within the same discipline. Also look for other examples outside of your community as baseline approaches. Build your documents in collaboration with other community support groups.**
- **Define an approach to employees. This can range from e-mails, to brown-bag briefings, to formal read-and-sign letters, to full training sessions with handouts.**
- **Build family considerations into the emergency planning processes for the organizations, especially communications networks so personnel can reach their loved ones if they are separated.**
- **Track who actually receives materials and guidance. Don't overlook those who were on assignment, absent for other reasons, or are new hires.**
- **Update the materials and location maps of key employees annually, along with a fresh effort to inform and prepare employees.**
- **If funds allow, help employees start their family go-kit by providing a duffle bag with lists of items to consider, or a portable first-aid kit, or even a durable flash light and survival guide for family planning.**
- **Keep employees informed and share information about growing threats so they have time to use the preparations they've made to ready their families.**

*** These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.**

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