



Personal Response Plan

Fundamental to any Business Interruption Plan is each team member's Personal Response Plan (PRP). Team members work in an array of settings that may change daily, including headquarters, client locations, outdoor venues, restaurants, lodging and transportation centers, public transportation and motor vehicles. A variety of circumstances are involved with interactions of team members with clients, peers, public constituents, meeting groups, students, associations and the general public. All involve some level of risk that can be well prepared for with a PRP.

Team members should pre-think through a personal plan based upon "what if" scenarios. Examples include, what if:

1. I can't leave the office or business location (called Sheltering in Place)?
2. I am headed to a hospital with an injury?
3. I am unconscious?
4. The bus or vehicle is broken down and I am stranded 50 miles from home?
5. What is my alternative plan for:
 - a. Child care/Dependent care
 - b. Location of the Emergency Preparedness Supplies Kit – office, car, home
 - c. Contacting others
 - d. Assisting others
 - e. Escape routes – learn and walk them
 - f. Automobile safety – familiarity with the vehicle, its features & equipment

Guidelines for team members are as varied as the members themselves. Development of a PRP is a great team exercise where ideas and best practices can be shared.

The PRP equipment plan is designed to prepare for situations no matter where a team member is located. The PRP equipment plan has several levels, including:

1. Items in the position of the team member at all times (in a pocket, brief case, Personal Digital Device). This includes the contacts for important people, e.g., child care provider, spouse, children, parents, employer, supervisor, public safety.

The equipment should also include:

- a. Medications and/or list of medicines and/or medical conditions
- b. Pad and pencil
- c. Pocket knife
- d. Wallet
- e. Band aids - bandages
- f. Handkerchief
- g. Cash
- h. Identification
- i. Credit cards
- j. Clothing appropriate for the conditions



2. Items with the team member when driving a company vehicle. In addition to items in #1, this should include the:
 - a. Vehicle packet and safety equipment (designated by employer)
 - b. Small supply of general use medications (pain reliever, ointment)
 - c. Small food supply and water
 - d. Extra layer of clothing along with rain gear
 - e. Cash

3. Emergency Preparedness Kit when driving a personal vehicle:
 - a. Water – bottled – 1 gallon per day (water purification tablets/filter)
 - b. Food – non-perishable – snack bars, granola, train mix, nuts, dried fruit
 - c. Battery powered radio
 - d. Flashlight with batteries
 - e. Basic first aid kit
 - f. Whistle
 - g. Dust mask
 - h. Moist towelettes and plastic garbage bags
 - i. Cell phone with charger
 - j. Prescription medications and eye glasses (denture wear items)
 - k. Cash
 - l. Personal contact list – telephone/cell numbers, physical & email addresses
 - m. Emergency contact list – Police, Fire, Emergency Response, Business Contacts, Personal Family Contacts
 - n. Feminine personal hygiene supplies
 - o. Paper and pencil
 - p. Layered clothing, hat, wet weather gear
 - q. Easy carry bag that holds these items

References for team member use:

U.S. Department of State - <http://www.state.gov/documents/organization/148830.pdf>

Red Cross - <http://www.redcross.org/prepare/location/workplace>

FEMA - <http://www.ready.gov/>

Yale University - [ynhhs.emergencyeducation.org/.../Peace Brochure English Yale.pdf](http://ynhhs.emergencyeducation.org/.../Peace_Brochure_English_Yale.pdf)

Johns Hopkins University - <http://www.operationhope.org/images/uploads/pdpg2013.pdf>

Shelter-In-Place – <http://emergency.cdc.gov/preparedness/shelter/work/index.asp>