



Continuation Of Operation Plan (COOP) Essentials

(The complete COOP can be found in the Life Safety Code/ Emergency Preparation Binder)

Stay calm
Assess the situation

Think first
Assess your resources

Develop a plan
Use the Phone Tree

1. Water/Food

- Assess emergency water and food. Take an inventory of these vital supplies. Make an estimate of how long water and food will last.
- Check to make sure normal water supply has not been compromised.
- Check to see if there is additional food in your location aside from emergency food. Use perishable food first.
- Ensure there is hand sanitizer available for infection control

2. Medication/Medical Needs

- Access medications/med log and Emergency Preparation binder
- Calculate how many days of medication is currently available. If less than five days, plan to have medication refilled.
- Assess medical needs of the person served. Ensure that you have the necessary supplies to address the medical needs of each person.
- Master copy of all persons ER contacts list is available on the g:drive and at the main office

3. Staffing

- Make sure staff members are available for the next few hours. Staff may need to stay until back up arrives. Start anticipating when additional staff members will be available.
- If there will not be an adequate number of staff members, communicate with back up administrators or travel to a place where additional staffing resources are available if needed.

4. Communication

- Communicate to the command center your current location; where you are going; supply status; medication/medical status; and staffing status.
- Means of communication are: cell phone, land line, e-mail, ham operators. The ham operator sites are generally the local police department and Red Cross Center which many times sets up at a local school/high school.
- OPTIONS command center will generally be the central office if available.
- If phones are operational, use the attached phone tree.

5. Shelter

- Assess if you can stay where you are at, or if you will need to evacuate. If at all possible, shelter in place.
- If you have to evacuate, leave a note on the door of your current location as to where you are going. Communicate with the command center as soon as possible. See attached evacuation sites.