



Individual/Family Preparedness Plans

The Office of Continuous Operations and Risk Management (OCORM)

What is an Individual/Family Preparedness Plan?

An Individual/Family Preparedness Plan contains simple steps everyone can take, prior to the disaster, to make sure that they are prepared to take care of themselves, their families, and their community.

What does an Individual/Family Preparedness Plan contain?

A family plan must be simple, but should include plans for communicating, reuniting, surviving, and what might come after the disaster event.

How should we plan to communicate?

Telephone connections can be difficult in a disaster; too many people try to access the same cell tower, the same switching station, or some other part of the telecommunications infrastructure. Text messaging may be the only channel available. Getting a message out of a disaster area can be easier than within. All family members should try to communicate with relatives a few states away/outside the disaster area. Know a few alternate contacts for each member of the family, such as a boss, coworker or close friend.

How should we reunite?

Be familiar with alternate routes home (including public transportation). Home may not be available; identify a place where family members are likely to be able to meet safely. Depending on circumstances, meeting outside the immediate area may be necessary. Consider how the family could separately get to designated relatives outside the immediate area. Consider deciding who will bring any pets without endangering another family member.

What is necessary to survive?

One rule of thumb is to maintain three days' worth of critical supplies – food, water, medicines, diapers, pet food, etc. Know when it's safer to shelter-in-place and when evacuation is appropriate. Follow official guidance and direction when it is provided by local and State leaders. Remember to have available what children may need.

What about preparedness at work?

Know how to be safe: Know your office's Occupant Emergency Plan for evacuation and for sheltering-in-place. Link those plans with your family plan; know how to reunite with your family even if you have to evacuate the office without your car, for example. Know your role in SBA's Continuity of Operations (COOP) Plan. For most SBA employees, that means being ready to telework in a few days – after you know your family is safe. When possible, leave the office with mobile devices (phone, laptop, etc.), but never endanger yourself to retrieve them.

Where can I get more information on Individual/Family Preparedness?

SBA's COOP Plan contains an annex on Individual/Family Preparedness with links to other good references such as the [Department of Homeland Security](#).

OCORM ensures enterprise-wide disaster planning/ readiness, & implementation of Enterprise Risk Management best practices, for the SBA. The Director of OCORM coordinates the efforts of SBA offices to execute disaster recovery collectively, serves as the agency's Continuity Coordinator, & facilitates monthly SES risk meetings, coordinates enterprise-wide risk assessments and compliance oversight. This work is done through a continuous feedback loop between OCORM, senior leadership, and subject matter experts throughout the agency in headquarters & field offices.

For more information about Individual/Family Preparedness, visit the OCORM Intranet Page.

