



## Continuation Of Operation Plan (COOP) Essentials

(The complete COOP can be found in the medication log)

### 1. **Water/Food**

- Access 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.

### 2. **Medication/Medical Needs**

- Access medications/med log. The med log will also have the complete copy of the COOP.
- 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.

### 3. **Staffing**

- Make sure staff members are available for the next few hours. Start planning if staff members need to leave to attend to their family needs. Start anticipating when additional staff members will be available.
- If there will not be an adequate number of staff members, seek volunteers, or travel to a place where additional staffing resources are available.

### 4. **Communication**

- Communication to the command center where you are at; where you are going; supplies 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 set up at local school.
- The command center will generally be the central office.
- 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 go somewhere else. If at all possible, stay where you are at.
- If you have to evacuate, leave a note on the door of your current location as to where you are going. Also, communicate this to the command center as soon as possible.

Remember: **Stay calm**  
**Think first**  
**Assess the situation**  
**Assess your resources**  
**Develop a plan**