

Standard #4: Staff is personally prepared to fulfill their role in a disaster

Does each of your staff have a disaster plan and kit prepared that addresses personal and family safety beyond your agency?

An effective emergency plan relies on having your staff and volunteers personally prepared at home, in their cars and at work. After a disaster staff and volunteers who are personally prepared will be more likely to be available to support your agency's services at a time when they are most needed by your clients. Many free resources are available to help your staff and volunteers to be personally prepared.

4a. Staff is identified who are willing and able, and they have been prepared to respond to a disaster.

- Encourage staff and volunteers to make their own disaster plan, build a home disaster kit and get involved in community disaster planning and training. Distribute the following personal preparedness information
- Contact your local emergency manager or the Red Cross to schedule personal disaster preparedness trainings for your agency. Include preparedness training in your next staff /volunteer meeting. Schedule these trainings twice or more each year. Visit the links below for more information.

Key Tools for This Standard

- [Collaborating Agencies Responding to Disaster \(CARD\), Sections B and C](#)
- [Centers for Disease Control and Prevention \(CDC\) Zombie Preparedness](#)

This tool was launched in 2011 and quickly gathered buzz for its creative approach to engaging new and diverse audiences. Capitalizing on the popularity of zombies in the media, the CDC's campaign remains an effective educational platform for personal preparedness.

- [American Red Cross Serving King & Kitsap Counties](#)
- [Seattle Office of Emergency Management](#)
- [King County Office of Emergency Management](#)
- [3 Days 3 Ways](#) (multiple languages)

This is an easy to follow guide on getting started with personal disaster preparedness.

⇒ [Agency Emergency Planning Contact Info](#)