

## **ANNEX D: PERSONAL PREPAREDNESS AND DRIVE AWAY KITS**

### **I. PURPOSE**

Employees must prepare to be deployed upon short notice and for an extended period of time. This preparation will include a Family Care Plan to provide all family members an understanding of their responsibilities and the actions needed to be taken in the event of the County employee's absence from his/her family. It will also include a pre-assembled Personal Drive Away Kit containing those supplies necessary for the County employee to perform their duties while deployed.

### **II. FAMILY CARE PLAN**

- A. Depending on circumstances, employees may be required to work extended hours, perhaps seven days a week, with limited communications and with the possibility of not being able to leave the relocation site. Facing this challenge requires you to ensure your personal matters and family needs are met while they are away.
- B. It is extremely important for you to address and prepare for all non-work related matters that could affect or distract from your ability to function effectively while you are deployed. To assist with your planning, here are some thoughts to consider:
  - Are you a single parent? How will your children be provided for?
  - Do you have any physical limitations or medical problems?
  - If you are taking prescribed medications, can you provide a back up supply?
  - Do you have special dietary requirements?
  - Can you work twelve hour shifts?
  - What special requirements at home need your attention?
  - Are you a caregiver for a special needs person?
- C. These are a few of the possibilities that you should consider and for which to plan. Prepare a written plan addressing the following issues:
  1. Medical and Health
    - Where are health records maintained for each family member?
    - Who to contact for medical assistance.
    - Where are your medical insurance policies?
    - Do family members know how to file a claim?
    - Does your caregiver or other family member know who to contact in a medical emergency?

2. Finances

- Will there be money available on a continuing basis during your absence?
- Will your direct deposit provide for the necessities?
- Do you have a safe deposit box and where is the key?
- Are all credit card numbers written down and in a safe place? What are the company addresses and numbers in case of loss?
- Is your spouse prepared to take complete control of family finances?
- What payments are to be made, when, to whom?

3. Home

- Are windows and doors protected from severe weather?
- Does the family have a duplicate set of house keys?

4. Transportation/ Automobile

- Is your spouse familiar with the maintenance and other responsibilities of the automobile?
- Where is the vehicle title?
- Are registration and insurance card in the vehicle?
- Are there duplicate keys?
- Who can be called for emergency transportation?

5. Legal/ Administrative

- Does your spouse have a power of attorney, full or limited?
- Are all important documents safeguarded?
- Does your spouse know your social security number?
- If you are a single parent, have you provided your caregiver a power of attorney to authorize medical treatment of your child in your absence if you cannot be contacted?

III. Personal Drive Away Kit

A. Employees should have a personal kit prepared and stored in an accessible location. The kit should contain clothing, toiletries, medications and necessary professional equipment in amounts adequate to support an extended deployment.

B. Contents should be packed in a suitably sized suitcase or duffel bag. The following are suggested items:

1. Clothing

- Several changes of clothing including work and leisure (laundry facilities may be non-existent).
- Business dress (if involved with other agencies or media)
- Seasonal Outerwear (rain gear, hat, boots).

2. Useful Items

- Laundry supplies (soap, Stain Release, etc).
- Personal reading material.
- Worship or devotional materials.
- Trash bags.
- Favorite packaged snacks or candy.
- Personal address book.
- Personal radio/CD/MP3 player.
- Bug repellent, sun screen
- Hand sanitizer

3. Essentials

- Laptop, cell phone, pagers, personal data assistant or other communications devices and appropriate wires and chargers.
- Personal Identification.
- Credit/Debit card, checks, cash.
- Flashlight w/ extra batteries
- Toilet Kit
- Medications.

### Pre-deployment Checklist

- Photo ID Badge
- Professional Equipment
- Government Credit Card, if authorized
- Personal Credit Card
- Check Book
- Cash
- Credentials and Professional Licenses, if required
- Driver's License
- Personal Drive Away Kit
- Functional Checklist for your area of responsibility.

**NOTE: DO NOT BRING ALCOHOL OR WEAPONS WITH YOU, AND DO NOT KEEP THESE ITEMS IN YOUR VEHICLE.**