



SUGGESTIONS FOR GETTING STARTED

When disaster strikes, first responders are called to respond and provide essential services to mitigate the impacts on the community and serve as a steady presence in the face of such events. To provide these services, responders must be able to focus on the task at hand without distractions, such as concerns that their families are safe. Taking steps to prepare themselves and their family members, will enable responders to more effectively perform their jobs and protect the communities they serve.

The following is a suggested plan to implement the Ready Responder program in your agency.

Note: In order for this program to reach maximum effectiveness and obtain buy-in from staff, it is encouraged to have communication come from top level command.

PHASE I

- ✦ Kickoff letter from top level command
- ✦ View video and complete survey for metrics
- ✦ Receive Family Emergency Plan and All-Hazards Radio

PHASE II

- ✦ Complete Family Emergency Plan with family
- ✦ Receive emergency preparedness kit with checklist
- ✦ Follow-up thank you/congratulations letter from top level command containing folder to keep completed plan in
- ✦ Follow-up survey to determine current level of preparedness

ANNUALLY

- ✦ Send letter home from top level command encouraging maintenance of emergency preparedness kit and send item to add to that kit

Note: In order to obtain measurements of the program's effectiveness, it is recommended to send a survey at the beginning and end of the program.