

48 Hour Personal Readiness Plan

Name: _____

To be completed in advance of a call to respond.

Please use the following document to plan personal obligations and responsibilities in the event of a foreign animal disease or emergency situation. Review the plan, add any additional necessary information and check off when complete or verified.

Family Obligations:

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-
-

Residence/Pets & Livestock Obligations:

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-
-
-
-
-
-
-

Work obligations:

-
-
-
-

Others:

-
-
-

***** Review this document at least annually to update*****

Essential Contact Information (To be left at place of employment):

Name: _____

I can be reached by contacting me at:

Contact name	phone numbers

Names of family or other designated persons to contact:

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Essential Contact Information (To be left at residence)

Name: _____

I can be reached by contacting me at:

Contact name	phone numbers

Family or other designated person's contact information:

1.	Work/Home Phone:	Cell:
	Address:	
2.	Work/Home Phone:	Cell:
	Address:	
3.	Work/Home Phone:	Cell:
	Address:	

Information to help locate identified contacts (*Include information such as set schedules i.e. school times, extracurricular activities, etc.*):

Essential Contact Information (To be left with persons responsible for checking on your residence)

Include information concerning emergency services such as plumber; electrician; utility company contact numbers; family doctor; dentist; family/friend contact information, including school or work numbers; care giver number; etc

Name: _____

I can be reached by contacting me at:

Contact name	phone numbers

Home and Service Industry Information:

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Contact Name: _____

Contact information & number(s): _____

Family Obligations

- Identify alternate childcare
- Keep on hand all contact information for children- school, childcare provider, bus driver, etc
- Designate alternate caregivers- keep contact information on hand
- Ensure type of authorization required to release children to a designated person is completed, where necessary
- Record spouse/partner contact information
- Identify special needs of other family members to be addressed

Pets & Livestock

- Identify alternate caregiver for pets & livestock
- Develop an instruction list for care of animals. List should be maintained at residence or where animals are maintained

Maintenance of Residence

- Identify what is needed to maintain residence (may be seasonal)
- Identify and inform person to attend to these
- Create a home instruction list to be left with this person(s) or at appropriate location
- Include such information as:
 - Water valve location, Electrical box, Shut-off instructions
 - Gas valve, Utility company numbers, Floor drain location

Special Health Needs

- Identify special personal health needs, especially where medication and other supplies are not easily obtained away from home
- Ensure that you have enough of the above items to take with you that will cover an extended period of time
- Ensure an updated list of medical information is included in your documents to take with you

Work Needs/Obligations

- Hand off ongoing cases and/or other commitments
- Ensure your list includes reminders to contact all those with whom you have made work appointments or have obligations with.

Emergency Contacts

- Your list should include emergency contact numbers for the items addressed previously and as required for the persons designated to take care of your home and animals
- Make copies as needed and leave with designated persons and in appropriate places (e.g. home, work, barn, etc.)

How to Use the Personal Plan

- Create the plan!
- Keep the plan where you know you can find it
- Discuss with family, staff, colleagues, and others involved.
- Ensure that they know the plan and have access to a copy of the part that applies to them
- Keep it simple and clear