

20 Weeks to Preparedness Program Guidance Document

Thank you for choosing to implement the 20 Weeks to Preparedness Program. In doing so, you will help to improve the health and quality of life of your employees, their families, your agency, and the community during an emergency.

This 20 Weeks to Preparedness Program will help your employees achieve the following objectives:

- Your employees will be prepared for any emergency.
 - They will develop an emergency kit (home and vehicle)
 - They will develop a family communication plan
 - They will develop/test their home evacuation plan
 - They will have copies of important documents and they will document the contents of their home.
- Your employees will be self-sufficient during an emergency.
- Your employees will be more likely to respond / participate in your agency emergency response plan.
- Your employees will improve their health, their families health, and the health and well-being of our community during an emergency.

Below is a list of available documents that are posted on the hospital website and can be used to help implement this program within any agency. Please feel free to customize to fit your needs and add your agency logo to the documents. All or a just a portion of the 20 Weeks to Preparedness program can be used.

1. **The 20 Weeks to Preparedness Power Point Presentation** – Use for the agency kick-off.
2. **The 20 Weeks to Preparedness Presentation** – This is a word document containing the same information as the power point presentation but a little more detail.
 - a. Both of the presentations (power point or word documents above) give stats from a survey conducted by the APHA in Feb 2007. **The APHA Preparedness Key Findings Summary** adobe file summarizes the findings. It has been included for your reference.
3. **20 Weeks to Preparedness Calendar pg 1** – Copy front to back with the calendar pg 2 and either distribute at kick-off or put in mail boxes on day one of week one.
4. **20 Weeks to Preparedness Calendar pg 2**
5. **20 Weeks to Preparedness Info Card** – Customize, print and give to each employee during kick off or with starter emergency kit.
6. **20 Weeks to Preparedness Plan** – Identifies the purpose, goal, and plan for the program. Please customize to meet your agencies needs.

7. **Family Communication Plan** – A Ready.gov pdf document to be distributed during week 4.
8. **Weekly Shopping Cards** – There are two documents for each week. Each contains the same information on it.
 - a. One is a publisher document. Use this document to print off 4 copies per page, cut, and put into mailboxes.
 - b. The other is an Adobe file. You can email this document out on Mondays to the employees.
9. **20 Weeks to Preparedness Program Email Communication** – Email reminders on Thursday or Friday of each week. Include helpful hints, employee quotes, or other emergency preparedness information as appropriate. This document contains a few sample emails.

20 Weeks to Preparedness Kick-Off

If you choose to hold a 20 Weeks to Preparedness Program Kick-Off, schedule a minimum of 30 minutes for the presentation one week before you start the program. Use the power point presentation and/or the 20 Weeks Presentation Information document. The presentation involves the showing of a 13 minute video “The Plan” presented by the Pueblo City-County Health Department and Colorado Department of Public Health & Environment. This video is humorous, motivating, and educational. This video is also available for viewing on the hospital website.

20 Weeks to Preparedness Starter Kit

If you choose to give your employees a starter emergency kit at the kick-off, the kit could consist of the following items in a large gallon size zip lock baggie.

- The 20 Weeks to Preparedness Information Card (listed above)
- The 20 Weeks to Preparedness Calendar
- The Protect Iowa Health Guide Book (Contact your local health department for copies or go to www.protectiowahealth.org for information)
- A whistle
- Hand sanitizer
- Latex gloves
- Medication information card
- Medicine dropper
- Or any items listed on the calendar that you have extra's of at your agency/business

This program will not only increase awareness regarding personal preparedness amongst employees, but it will also assure you that your agency will be more likely to implement its emergency plan and provide the goods and services the community needs.

Thank you for helping to improve our national, state, and community preparedness.

If you have questions or need additional information on the 20 Weeks to Preparedness program, please contact the Floyd Valley Hospital public health department or the Siouxland District Health Department, 1014 Nebraska St., Sioux City, IA 51105.