



Emergency Preparedness

Tentative Agenda

February 3, 2021 (Wednesday)

Class times: 10:00 a.m. – 1:00 p.m. (CT)

- Why a written plan is needed
- What constitutes a disaster or an emergency situation?
- Staff involvement in developing an effective plan
- Plan content
 - Sample outline provided to get you started
 - Preparedness
 - Emergency supplies
 - Resident and employee team leaders
 - Arranging for preservation of essential records
 - Response
 - Communication & Evacuation
 - Property protection
 - Employee and tenant protection
 - Continuation of essential operations
 - Recovery
 - Getting back to “normal”
- Tenant & Employee training