

25. LIFE GOES ON

Preparing to work at home in an emergency

WHY ACT?

Emergency situations such as winter storms, hurricanes, flu epidemics, electrical outages and transit issues may make it inadvisable or impossible for you to travel to your workplace. Arranging in advance to work at home will reduce your need to travel during times of risk and minimize the economic consequences to you and your family.

PREPAREDNESS ACTION

- Make a plan with your employer
 - Step 1: Develop a list of tasks suitable for working at home.
 - Step 2: Secure the information and software resources you will need to work at home.

- Prepare your home office
 - Step 1: Determine that your home office will support your work plan.
 - Step 2: If necessary purchase the required equipment for your home office to enable you to work at home.

MATERIALS

Your plan and a home office with capabilities that enable you to work at home.

TIME

A few hours to create your work plan and prepare your home office for “telecommuting”.

RESILIENCY GAIN

Improved ability to work at home and maintain your income during an emergency.