The Kentucky Outreach and Information Network (KOIN) is activated when the Cabinet for Health and Family Services/Department for Public Health (CHFS/DPH) has important public health information that needs to reach *all* Kentuckians. CHFS/DPH understands that KOIN members are volunteers with multiple responsibilities that must be prioritized when there is an event that triggers a KOIN alert. Many of the tools developed for KOIN members to date focus on activities associated with receiving and sending KOIN alerts. The information below is intended to encourage KOIN members to think about the individual and organizational preparations needed so they are positioned to act when a KOIN alert is issued.

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| **Assessment question** | **Yes** | **Need****info** | **No** | **Action plan** | **Plan completed** |
| 1. Do you know which threats or hazards are risks to your community? Consider weather and natural disasters as well as disease and manmade hazards.
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| 1. Have you identified how different threats may create different demands on your organization?
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| 1. Have you thought about how various threats pose different challenges for you and your family and how these challenges may impact your role as a KOIN member?
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| 1. Do you have personal and family preparedness plans that will give you confidence in your family’s safety?
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| 1. Do you know the responsibilities your agency will be accountable for if there is an event?
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| 1. Do you know what your agency will expect of you based on the type of event?
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| 1. Have you discussed with your supervisor how your employment responsibilities and KOIN duties will inter-relate in the event of a KOIN alert?
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| 1. Do you know whether you are responsible for disseminating KOIN alerts only during business hours, 24/7 or within a particular time frame?
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| 1. Do you have “go kits” in more than one location with necessary KOIN information in both hard copy and electronic form?
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| 1. Does your preferred communication method allow you to send and receive KOIN alerts if there are prolonged power outages?
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| 1. Do you have at least one backup plan if your primary method of communication fails?
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