

**DISASTER PREPAREDNESS:  
CONTINUITY OF OPERATIONS PLAN (COOP)**

**Pre-Evacuation Report**  
Updated on: \_\_\_\_\_ by: \_\_\_\_\_

NAME:

TITLE:

**Evacuation Destination:**

ADDRESS

CITY

STATE

ZIP:

PHONE

EMAIL

CELL  
PHONE

TEXT MSG?

YES

NO

BANK  
ROUTING &  
ACCOUNT  
NUMBER  
(FOR  
DIRECT  
DEPOSIT, IF  
NECESSARY  
)

**Emergency Contact**



NAME

RELATIONS  
HIP

PHONE

EMAIL

### **Projects & Deadlines**

PLEASE LIST ALL PROJECTS YOU ARE WORKING ON NOW AND IN THE NEXT MONTH. BRIEFLY DESCRIBE IMPORTANT TASKS, CONTACTS (PHONE AND EMAIL), FINANCIAL OBLIGATIONS, GOALS, PROGRESS AND DEADLINES FOR EACH. ATTACH ADDITIONAL PAGES IF NECESSARY.

**Project 1:**

**Project 2:**

**Project 3:**

**Project 4:**