




**MESSAGE FROM THE CHIEF**

**TO:** All Fire Department Personnel

**FROM:** Rhoda Mae Kerr, Fire Chief   
Bob Nicks, AFA President

**DATE:** December 4, 2017

**RE:** Personal Records for Emergency Planning (PREP) Packet

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Even though our industry has seen great strides made in firefighter safety through the years, ours is still an inherently dangerous profession. Aside from critical events that may require us to contact your family, you only need to look at the 80 Line of Duty Deaths that have occurred across the country so far this year for that sobering reminder. Although none of us like to think about it, making sure that your affairs are in order and your family has the information they need to fulfill your wishes should the worst happen is critically important.

Our organizations have spent the better part of this year working together on developing an emergency information and notification packet of various forms to assist you and your family with this discussion. You might recall a meeting that was held at Shaw Lane in conjunction with the Auxiliary last year to provide information about some “next steps” we were taking to develop comprehensive paperwork and online resources on this topic.

Today, we’re launching the Personal Records for Emergency Planning (PREP) page on FIREnet: <https://fire.ausps.org/hr/prep/>. There, you’ll find all the downloadable links to the forms, as well as the link to the AFA’s online portal for the online PREP forms. The [www.local975.org](http://www.local975.org) website provides secure and private access to the online PREP forms which can then be filled out, reviewed, and edited by utilizing your AFA username and password. The AFA will also store the information you provide on the “In Case of Emergency: Notification and Medical Information” form. This will ensure confidentiality while allowing for immediate access by those who may need it in the event something happens to you, and gives you the ability to update or make changes to it as often as you deem necessary. Current AFA members, both active and retired, can fill in and access the online PREP forms by logging onto [www.local975.org](http://www.local975.org) and editing their profile. Non-Union members (including AFD civilians and retirees) also have the capability to access the information via the AFA website; you’ll just need to set up a profile at <http://iafflocal975.org/register.cfm>.

Note that *neither the Department nor the AFA* will keep any of these hard copy forms. **You** should keep copies of all the documents in the packet you complete—including the “In Case of Emergency: Notification and Medical Information” form—in a safe, secure location.

PREP Launch  
Page two  
December 4, 2017

Once you've taken care of the PREP documents, please make sure to also update the Personal Information Form on FIREnet (just click the blue button on the "Directory" page: <https://fire.ausps.org/cfprojects/firenetdir/main.cfm>). The secondary emergency contact field has been replaced with a Family Liaison Officer option so that you may designate, in advance, someone within the department you would like to act in this capacity if needed. If you do not have a preference, just leave that field blank.

We cannot overemphasize the importance of reviewing and completing this information. Without accurate data, the delay in contacting your family/friends could be significant. In the midst of a crisis, we want to make sure they are immediately notified and kept informed, but it is up to you to ensure we can make that happen.

Questions should be directed through your chain of command.