

Seven Steps to . . .

Workplace Preparedness

PLEASE POST

- 1. Accept reality.** An emergency is as likely to happen during working hours as at any other time. If people are even semi-trained in what to do, lives can be saved and the likelihood of saving the business itself greatly improves.
- 2. List the threats.** Start by taking a look at your location (near railroad tracks, on an earthquake fault, in a flood zone). Consider the building itself, location of gas & water lines, special equipment or products in the workplace that could pose a threat.
- 3. Identify workplace resources.** This includes tools, flashlights or other lights, fire extinguishers, people with special skills (CPR, first aid).
- 4. Take immediate steps.** Improve your chances of survival: fasten down computers, secure bookshelves and/or equipment, contain dangerous chemicals, etc.
- 5. Assemble needed supplies,** enough for several days: battery-operated radios, first aid supplies, water, non-perishable food, blankets, sanitary supplies. People taking medications should keep a personal supply in their cars or offices.
- 6. Identify evacuation routes.** Who will call for evacuation? Where will people reassemble and be counted? Who will have the list of personnel?
- 7. Write down your plan, share, and test.**

Involve co-workers in developing your plan and assigning duties. Planning for emergencies will save lives and jobs.

For more ideas, contact www.EmergencyPlanGuide.org