

Seven Steps to . . .

Workplace Preparedness

PLEASE POST

- 1. Accept reality.** An emergency is as likely to occur during working hours as at any other time. If people are even semi-trained and know what to do in advance, lives can be saved and the odds of saving the business itself greatly improved. There's no time for training once a disaster strikes.
- 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 battery-operated 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

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This poster has been created by the team at www.EmergencyPlanGuide.org, Joe Krueger and Virginia Nicols.



They have been working in the area of Disaster Preparedness for over 20 years. Joe started in counter-intelligence with the US Army, then held a Class A Investigators' License for industrial security. Together, Joe and Virginia created a Disaster Preparedness program for a Fortune 500 company that resulted in millions of dollars worth of technical and communications upgrades.

More recently, Joe and Virginia have taken CERT and Red Cross training and organized an Emergency Response Team for their local southern California community.

"We're convinced being prepared will save lives," says Joe. "We also know it's often challenging to get people to even pay attention. We hope this poster will help you and your co-workers take the first steps to a safer workplace."

Every step counts. Sign up for weekly reminders and tips from www.EmergencyPlanGuide.org.