



SAFETY ALERT **2018-09**

Preparing for Natural Disasters and Emergencies

Emergency preparedness: Be ready to respond to natural or man-made disasters and emergencies by having an action plan in place. Training yourself, all of your family members and your co-workers will help protect and save lives.

The following general precautions can apply to many emergency or disaster situations:

- Have a communication plan in place; ensure everyone has familiarized themselves with the plan.
- Have all important phone numbers written down and easily accessible or memorized.
- Store important documents – birth certificates, insurance policies, passport, etc. in a fireproof safe or safety deposit box.
- Have at least one person trained in first aid and CPR.
- Have an emergency/first aid kit fully stocked available at all times.
- Food and water for at least 3 days.
- Flashlights, checked regularly and extra batteries.
- Prepare accordingly for pets or persons with disabilities.
- Have an evacuation plan in place in the event of a fire or other disaster.
- Know the nearest emergency exit or other location in your home.
- Practice fire drills at home and the office on a regular basis.
- Have a designee available, to provide direction, in the event of an evacuation.
- Evacuations during natural disasters, especially fires, take the stairs.
- Move away from windows during a tornado or other type of windstorm.

The best way to protect yourself, your family, your co-workers and your business/home is to expect the unexpected and have a well-thought out emergency action plan in place.