

# EMERGENCY PREPAREDNESS FOR THE WORK PLACE

## Prepare your Work Place

You probably spend at least eight hours a day or more at work, so you should prepare for disaster in your work place just as you prepare at home.

### Know your work place:

- Be aware of safe places (i.e. under heavy tables or desks; corner of rooms) and dangerous places (i.e. near windows, tall insecure bookcases) around your work area.
- Know the locations of fire extinguishers and first aid equipment. (If you would like to take a CPR/First Aid Course: [www.utahredcross.org](http://www.utahredcross.org))
- Know who the security and first aid attendants in your work are. These people will help during an emergency evacuation.
- Know the safe evacuation routes from your work area. Contact your first aid attendants or security if you don't know or if routes have not been established.

### What to do during an emergency:

- Listen to instructions from authorized personnel and/or emergency broadcast reports on radio and TV.
- Be aware of co-workers and customers with special needs.

### Plan Ahead:

- Arrange with your family to have an out-of-area telephone contact to help coordinate your family's whereabouts.
- Familiarize yourself with your child's daycare and/or school earthquake plan, and establish arrangements for the care of your child, if separated.
- Have emergency supplies available both at home and at work. Remember that power may be disrupted, water could be contaminated and phone lines could be damaged. Your emergency kit should be able to sustain you for at least 72 hours.

Some suggestions for a workplace kit include:

Thick-soled shoes	High energy food bar
Warm jacket	Foil water pouches or bottled water
First Aid Supplies	Medications and medical information
Flashlight	Spare eyeglasses
AM/FM portable radio	Wallet-size photo of family and friends
Blanket	Money (especially coins)
Pen/pencil and paper	City Map