



## Disaster Preparation

Disasters – both natural and man-made – can strike at any time. Having a plan and practicing that plan are key to being less panicked, more comfortable, and better equipped to get through the situation.

Make a plan today. Your team may not be all in one place if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you'll contact one another and reconnect if separated. Establish a meeting place that's familiar and easy to find.

**Step 1:** Know what disasters and hazards could affect your area, how to get emergency alerts, and where you would go if you and your employees need to evacuate. Discuss the likelihood of a few disaster types.

- Flooding
- Tornado
- Fire / Explosion
- Active Shooter
- Earthquakes
- Power Outage
- Chemical Spill

**Step 2:** Put together a plan by discussing these 4 questions with your team to start your emergency plan.

- How will we receive emergency alerts and warnings?
- What is our shelter plan?
- What is our evacuation route?
- What is our communication plan?

**Step 3:** Consider specific needs in your workplace.

As you prepare your plan tailor your plans and supplies to your specific daily activities and responsibilities. Discuss your needs and responsibilities and how people in the network can assist each other with communication, care of the workplace, business, or specific needs like the operation of durable medical equipment. Create your own local network for specific areas where you need assistance. Keep in mind some these factors when developing your plan:

- Different ages of employees on the team
- Responsibilities for assisting others
- Locations frequented
- Dietary needs



- Medical needs including prescriptions and equipment
- Disabilities or access and functional needs including devices and equipment
- Languages spoken
- Cultural and religious considerations
- Contacting employee families

**Step 4:** Write down AND Practice a disaster plan with your team at all worksites. Drills of all kinds help to see what parts of the plan can be improved: Fire, Tornado, Active Shooter, Evacuation, etc.

#### **SAFETY REMINDER**

**Large scale disasters are likely to impact cellular service –through last of service, or over-use. Keep that in mind when determining your Disaster Communication Plan.**