

BE RED CROSS READY

Three Action Steps for Emergency Preparedness

In today's climate, it is more important than ever that all of us be prepared for possible emergencies. Emergencies can happen at any time, anywhere and to anyone. Whether at work or at home be prepared for any emergency by following these three action steps for emergency preparedness:

GET A KIT

MAKE A PLAN

BE INFORMED

Visit www.redcross.org/beredcrossready for an online presentation with guidelines to help you prepare for an emergency. Get started today with these suggestions for workplace and home emergency preparedness planning.

Emergency Preparedness and Disaster Planning for the Workplace Tips

- Keep phone lists of your key employees and customers with you, and provide copies to key staff members. If you have a voice mail system, designate one remote number phone number on which you can record messages for employees. Provide number to all employees.
- Install emergency lights that turn on when the power goes out.
- Back up computer data frequently throughout the business day-store a copy of the back up disc at another secured location.
- Use UL-listed surge protectors and battery equipment on your sensitive equipment to help prevent a computer crash if the power goes out.
- Purchase a NOAA Weather Radio with a tone alert feature-keep it on and listen for information about possible severe weather and proactive actions to take.
- Keep emergency supplies handy including: flashlights with extra batteries, first aid kit, tools and food and water for employees and customers to use if confined to your facility.
- Stock a minimum supply of the goods, materials and equipment you would need for business continuity.
- Designate and train employees to assist co-workers and visitors in a safe and orderly evacuation in the event of an emergency.

Emergency Preparedness and Disaster Planning for the Home Tips

- Keep your emergency kit ready at all times. Plan and store enough supplies for everyone in your household for at least 3 days. Maintain a smaller version in your vehicle. Visit www.redcross.org/beredcrossready for guidelines on emergency supply kits contents.
- Discuss potential disasters with your family. Choose two places to meet after a disaster: right outside your home and outside your neighborhood.
- Develop a communication plan designating an out-of-state friend or family member as the main point of contact. Practice your evacuation and communication plans twice a year.
- Purchase a NOAA Weather Radio with a tone alert feature-keep it on and listen for information about possible severe weather and proactive actions to take.

Support your local American Red Cross by volunteering in your community and donating blood. For additional information on disaster planning and emergency preparedness contact your local American Red Cross or visit www.redcross.org.