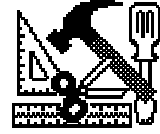




EMERGENCY PREPAREDNESS

HSE TOOL #04



WHAT CAN YOUR UNIT DO TO PREPARE THEMSELVES FOR A DISASTER...

1) Assign responsibilities

- First aid attendants – individuals with First Aid training who feel comfortable undertaking first aid responsibilities
- Fire wardens – individuals with fire warden and extinguisher training who feel comfortable responding to a small fire
- Fire director – one fire director must be appointed for each building, it is usually coordinated through the building safety committee

2) Determine a safe, external EMERGENCY meeting place

- Communicate the established meeting place to all personnel

3) Gather departmental supplies

- Put together supplies and resources that you feel would be useful in an emergency (i.e., blankets, radios, water, toilet paper, etc.)

4) Develop a phone list

- Maintain a list of emergency numbers, an out of area contact and personal contacts for all the individuals in your area. Keep a copy of the phone list in the emergency kits

WHAT DEPARTMENT PERSONNEL CAN DO TO PREPARE THEMSELVES FOR A DISASTER...

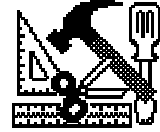
1) Encourage personnel to develop personal emergency kits

- Be personally prepared for 72 hours
- Have kits for work, home and car

2) Encourage family preparedness

- Establish out of area contacts for your family in case of a disaster
- Develop a plan with your family – what are everyone's responsibilities during and after an earthquake
- Communicate expectations or priorities (work/home) in case of an emergency
- Collect supplies and assemble emergency kits for your home

**For groups of 12, HSE can provide a FREE Emergency Preparedness Seminar
Contact the Emergency Preparedness Coordinator @ 822-1237**



Emergency Kits

Shelter

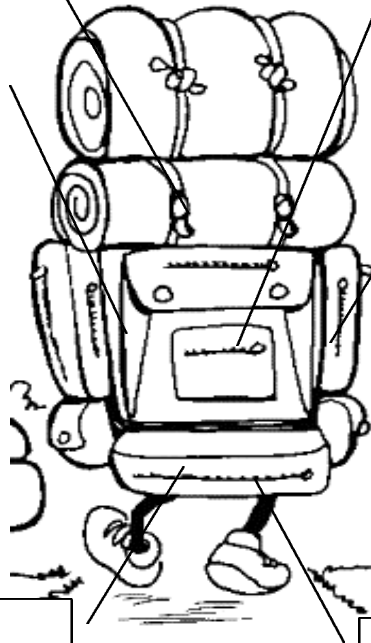
- Tarps
- Sheets
- Tent
- Blanket

Equipment

- Radio
- Dust mask
- Flashlight
- Spare batteries
- Knife

Other

- Rope and duct tape
- Garbage bags
- Signal flares
- Tools (wrench, hammer, nails, screwdriver, pliers)
- Personal items (book, cards, candy, pen and paper)
- Spare house and vehicle keys
- First aid kit
- Whistle
- Home kits also need to take into consideration pets, children, etc.



Personal

- Toothbrush and paste
- Deodorant, soap, toilet paper
- Personal documents, identification
- Medication, personal prescription
- Spare prescription glasses
- Quarters for pay phone
- Sunscreen
- Entertainment (i.e., cards)
- Keep sakes (i.e., photos)

Food

- Water (4L/person/day)
- Non perishable food
- Can opener
- Water purification tablets or chlorine bleach and medicine dropper

Clothing

- Sturdy shoes
- Jacket
- Hat and gloves
- Socks, underwear
- Pants, sweater
- Rain gear

For more information contact **EMERGENCY PLANNING**
@ 822-1237