

Prepare at Work



Natural disasters and emergencies may not normally occur while you are at home where your emergency supplies and food storage are kept. Because of this it is important to have an emergency plan for the various places your family spends time. Our homes, schools and workplaces should have site specific preparations for an emergency.

Think about what you have at your office that will help you get through an emergency. The following are some simple ideas to help you feel safe work, even during an emergency.

Keep a backpack or duffle bag of your own personal supplies in a desk drawer. This pack could include the following:

- Flashlight with extra batteries
- Emergency Blanket (very compact and made of a special material that reflects up to 90% of your body heat)
- Food (high calorie food bars, MREs, granola bars, fruit bars, candy bars, crackers, raisins, nuts, prepackaged foods, etc.)
- Water or juice boxes
- Pair of walking shoes
- Mini first aid kit (adhesive bandages, rolled bandages for sprains, pain reliever, any medication you need, gauze, antiseptic wipes, antibiotic first aid cream, etc.)

In addition to packing a small survival kit, here are some other important things you can do:

- Read your company's evacuation plan. If your company doesn't have one, volunteer to prepare one. Make sure there is a good designated meeting location and every employee knows where to go.
- Make sure you are aware of the exit routes in your building
- Know where the fire extinguishers and first aid kits are located
- Note the locations of stairways as you walk from room to room
- Carry a card in your wallet or purse that has important phone numbers including the number of an out-of-state contact.
- Keep the area under your desk free of trash cans and clutter. This area is the best place to take shelter if needed.
- Don't count on being able to get back to your desk for personal supplies if you are away when an emergency occurs. Store additional supplies in your car, such as vehicle safety kit.
- Be sure you discuss a meeting plan with your family so they know where to go and when to expect you.

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