

## Disaster Planning

Disasters such as fires, floods, explosions and civil disturbances can endanger employees, customers and the public. Your ability to react quickly and rationally during an emergency can save your life and those around you. Having a disaster plan in place is the key to ensuring a safer environment.

An Emergency Preparedness Plan helps to minimize or prevent injury, loss of life and extensive property damage. It contains step-by-step guidelines to follow in the event of a disaster to minimize the impact of an emergency.

## Be Prepared

An Emergency Preparedness Plan is important because it:

- Determines a preplanned course of action
- Provides maximum utilization of resources
- Establishes a plan for outside agencies to respond and provide assistance for emergency situations
- Creates a chain of command
- Identifies the role of security personnel

## Steps to Protect Yourself

- Identify where the “seek shelter” area is located within your building.
- Be aware of all building exit doors and fire escapes.
- Participate in emergency drills.
- Determine the disaster contact person within your facility.
- Have a list of emergency phone numbers including the local police and fire departments and the paramedics.
- Review your building’s preparedness plan or other security materials provided.
- Know your role in the disaster plan.
- Keep abreast of weather forecasts and other factors that may threaten your environment.



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