

Resolve to Be Ready

The National Safety Council and Department of Homeland Security are urging workplaces across America to resolve to be ready for emergencies in 2007. Preparedness and prevention can help protect yourself and your business in unplanned events. These tips can assist you in setting up an emergency plan.

- **Know your risks.** Be aware of inclement weather in your area as well as impending natural disasters such as tornadoes, hurricanes, and earthquakes.
- **Assess your operations.** Look carefully at your company to determine what your key functions are and figure out ways to continue those functions offsite if needed. Using Nextep's services will alleviate some of those functions such as payroll, health benefits, and workers' compensation. You can find a sample emergency continuity plan at http://www.ready.gov/business/_downloads/sampleplan.pdf.
- **Keep in touch.** Set up ways that employees can keep in touch with you and vice versa during emergencies. This can include a password-protected page in the company website or an "I'm okay" phone number where employees can leave messages. Set this up now, *before* being stuck in the middle of an emergency.
- **Remember people with special needs.** Ask for people with disabilities to assist in setting up your company's emergency plan so that their needs are prepared for as well. Designate helpers in case someone needs to be lifted or assisted down stairs. Plan ways to notify hearing-impaired employees who may not hear alarms.
- **Plan for fires.** Inspect smoke alarms and fire extinguishers regularly to make sure they are working properly. Train all employees to know where fire extinguishers are and how to use them. Plan how to evacuate the building and notify the fire department in case of a fire. Backup of crucial information offsite so it is not completely lost in case of a fire.
- **Plan for medical emergencies.** At least one person in your company should be trained in CPR and first-aid; consider offering on-site training to all employees. Keep first-aid kits centrally located for employee use and keep emergency-contact information up-to-date.

Emergency preparedness is not something a company owner has to shoulder alone. Involving employees in setting up a formal plan can greatly assist the owner in getting different viewpoints to make sure all bases are covered, and will also help in having the plan communicated and accepted by the entire staff.

For more information, visit the National Safety Council's website at www.nsc.org, or the Department of Homeland Security's Ready Campaign at www.ready.gov, which also includes tips to set up emergency plans for yourself, your family, and your home.



TAKE SAFETY
PERSONALLY.

MAKE IT PART
OF YOUR DAILY
ROUTINE.

THINK SAFETY!

CORPORATE HEADQUARTERS:

3550 West Robinson
Norman, OK 73072

tel: 405.292.1428
fax: 405.292.1436

toll free: 888.811.5150
toll free fax: 888.811.5161