



Is Your Workplace Prepared?

September is National Preparedness Month.

It's critical that businesses are prepared for severe weather and other emergencies. OSHA and NOAA encourage employers to create an emergency plan, train workers on these plans, stay aware of weather forecasts, and keep emergency supplies at the ready.

Establish a clear process for communications and plan how you will contact one another in different scenarios. Meet with your employees periodically to review and update emergency plans.

To the right is a list of some of the basics every business should have in their Emergency Kit. Discuss with your Perry Office Plus representative about any additional needs you have.

Be prepared!

Protection and Prevention:

- Surge Protector and Battery Back-Up
- Fire and Waterproof Safe
- Fire-Resistant File Cabinet
- Smoke Alarms
- Fire Extinguishers

Relief and Recovery:

- Water. One gallon of water per person per day for at least 3 days, for both drinking and sanitation
- Non-Perishable Food - At least a 3-day supply
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert with extra batteries
- Flashlight and extra batteries
- First Aid Kit and staff member trained in CPR and First Aid
- Whistle to signal for help
- Dust mask to help filter contaminated air
- Plastic sheeting and duct tape to shelter-in-place
- Waterproof plastic bags
- Wipes, garbage bags, and plastic ties for personal sanitation
- Tool kit, including wrench/pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter, or solar charger
- Heavy-duty garbage bags for clean-up
- Markers, pens, pencils, and paper
- Contact List of employees, vendors, and emergency agencies