

## “By failing to prepare, you are preparing to fail.”

~ Benjamin Franklin – Apparently, the First Safety Consultant ~

Emergencies don't wait for a convenient time. A little preparation today can help protect your people, your property, and your business when the unexpected happens. Preparedness is about more than having a plan, it's about knowing what to do BEFORE an emergency occurs. For this month's Loss Control Lookout, which is also National Preparedness Month, see below for some steps to help strengthen your emergency preparedness.



### 4 Steps to Strengthen Your Preparedness

#### 1. KNOW YOUR RISKS

Identify the emergencies most likely to affect your organization. Consider severe weather, fire, utility outages, hazardous material releases, workplace injuries, active threats, cyber incidents, and other hazards specific to your operations or location.

#### 2. HAVE A PLAN

Your Emergency Action Plan should clearly address evacuation routes, emergency contacts, accountability, shelter-in-place procedures, communication, and responsibilities during an emergency.

#### 3. PREPARE

Employees are your first line of defense. Make sure they understand emergency procedures and know where to find exits, fire extinguishers, first-aid supplies, emergency equipment, and designated assembly areas.

#### 4. TEST & IMPROVE

A plan that sits in a binder isn't enough. Conduct drills, review emergency procedures, inspect emergency equipment, and update contact information regularly. After an exercise or incident, ask:

**What worked? What didn't? What can we improve?**

### DON'T FORGET THE BASICS

- |                                                                      |                                                                      |
|----------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Emergency Contacts are accurate             | <input type="checkbox"/> First-aid supplies available and stocked    |
| <input type="checkbox"/> Evacuation Routes and Exits are accessible  | <input type="checkbox"/> Employees/Family aware of meeting locations |
| <input type="checkbox"/> Emergency Lighting/Signs are functional     | <input type="checkbox"/> Backup plans for critical operations        |
| <input type="checkbox"/> Fire Extinguishers accessible and inspected | <input type="checkbox"/> Records/Data are protected and backed up    |

**Review Emergency Action Plans (at least annually) and update as needed!**