

# **Safety Planning - Home and Work**

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## **4 Key Points:**

1. Be Informed
2. Have a Plan
3. Make a Kit
4. Keep Your Cool!

### **1. Be Informed**

- You are at work (or commuting) only about 30% of the time.
- 70% of your time is away from Interior.
- Emergencies can occur at any time.
- Others will be involved - Spouses, Children, Seniors, Pets.
- Some emergencies are more likely to occur than others.

#### More likely

Events: Hurricane  
Blizzard  
Flood  
Power outage  
Water shortage  
Building fire

#### Less likely

Events: Explosion  
Chemical incident  
Biological incident  
Radiological incident  
Nuclear attack

- It is all about being prepared!

## 2. Have a Plan

- Emergency meeting place.  
More likely: At or near home.  
Less likely: Away from your neighborhood.

Consider the transportation issues.

- Communication plan.  
More likely: Emergency phone numbers. Work, school, the neighbors, etc.  
Less likely: Out-of-town phone and e-mail contacts. Relatives, friends, etc.

Be sure everyone has the information with them!

- School/Day Care/Senior Care.  
Be sure they have a plan.  
Understand it.  
Be sure it fits with your plan.
- Practice your plan.

### 3. Make a Kit...or Kits!

- For Home.  
3-5 days supply:  
Water  
Food  
Medical supplies and prescriptions  
“Essentials”  
  
First aid kit  
Candles and matches  
Portable radio and batteries  
Flashlight and batteries
- For Evacuation.  
All of the above,  
plus.....  
Tools and supplies  
Blankets  
Extra clothing  
Copies of important documents  
Cash
- Mini-Kit for the Car.  
All of the above,  
Plus.....  
Gas in the tank  
Maps
- Mini-Kit for the Office.  
Basic food and water may be supplied at work for “shelter-in-place”  
situations.  
  
Don’t forget.....  
Medicines, prescriptions  
“Essentials”  
Special dietary needs.
- Don’t forget your emergency contact numbers!
- Many checklists are available (see web addresses below).

#### **4. Keep Your Cool**

- You're informed.
- You have a plan.
- You have a kit or kits.
- You have done your homework...Relax!
  
- Remember that we are used to the common "more likely emergencies." We have survived them before!
  
- Expect some confusion and chaos in the "less likely emergencies." Past experience is limited.
  
- Keep your cool!

#### **Where can you get additional information?**

- "Your Guide to Emergency Preparedness" from the Northern Virginia Regional Commission  
<http://www.novaregion.org/pdf/emergencyguide/emergencyprep03.pdf>
  
- "A Family Preparedness Guide" from the District of Columbia, Mayor's Office  
<http://dcema.dc.gov/dcema/frames.asp?doc=/dcema/lib/dcema/emergency/FPGuide.pdf>
  
- "A Federal Employee's Family Preparedness Guide (For the Washington, DC Area)" from the Office of Personnel Management  
<http://www.opm.gov/emergency/PDF/DCAreaFamilyGuide.pdf>
  
- Department of Homeland Security  
<http://www.ready.gov/>
  
- Red Cross  
<http://www.redcross.org/services/disaster>