

Employee Emergency Preparedness



With assistance from the New York City Office of
Emergency Management and the Yale-New Haven
Center for Emergency Preparedness and Disaster
Response

Why You Should Prepare



- A personal contingency plan ensures that you are prepared at home or at work if a disaster strikes.
- As a health care worker, explain to your family in advance about your role in an emergency and how it could affect them.
- You may be asked to
 - Work late
 - Arrive early
 - Come to the hospital if you are off-duty

How You Can Prepare

Tips for Preparing a Personal and Family Plan

- Know your hospital's plan
- Make a household plan
- Have the right tools
- Know the hazards
- Know how to respond
- Test your plan





Make a Plan for Your Household

Establish a meeting place

- Create two meeting places
 - Near your home, like at the corner, in case of a house fire
 - Away from your home, out of the immediate area (possibly even somewhere out of state with a friend or relative), in case of evacuation
- Know all exit routes out of your home and neighborhood
- Account for those with special needs and all pets



Make a Plan in the Event You Must Remain at or Report to Work

Make Arrangements for the Care of Others

- Children
- Elderly or ill family members
- Pets
- Make back-up plans for all family members and be aware of emergency plans of your family members' schools, daycare centers, nursing homes, etc.

Make a Plan

Make a Communication Plan

- Carry copies of all your family's numbers and important hospital numbers with you
- Keep your mobile phone batteries charged
- When local phone circuits are busy, long-distance calls may be easier to make
- Designate an Out-of-State Contact



Have the Right Tools

Create a Go Bag

A collection of items you may need to take in the event of an evacuation

- copies of important documents/IDs
- contact information
- bottled water, non-perishable food
- first aid kit, medication
- flashlight, radio, extra batteries
- cash, keys
- personal hygiene items





Have the Right Tools for Your Family

Create an Emergency Supply Kit
**Have enough supplies to survive
remaining at home for at least 3 days**

- bottled water (1 gallon per person per day)
- non-perishable food
- first aid kit
- flashlight, radio, extra batteries
- whistle
- personal hygiene items
- warm clothes, comfortable shoes
- extra cash

**Always keep the gas tank in your car
close to full**



Know How to Respond

Learn How to Shelter in Place

When you are instructed to shelter in place by emergency officials:

- Stay tuned to a radio or TV for emergency information
- Use your Emergency Supply Kit

ONLY WHEN INSTRUCTED

TO DO SO:

- Take shelter in a room with few doors or windows

Know the Hazards

Natural

- Weather/Natural Disasters
- Fire

Man-made

- Building Collapses and Explosions
- Utilities Disruptions
- Hazardous Materials
- Radiation Exposure
- Disease Outbreaks & Biological Events
- Terrorism

For more information on New York City's hazards, go to:

<http://www.nyc.gov/html/oem/html/hazards/hazards.shtml>



Know How to Respond

Evacuate when you:

- Are in immediate danger
- Are directed to do so by an emergency official

Remember to:

- Stay tuned to local radio and TV for Emergency information
- Bring your Go-Bag
- Follow **your** disaster plan for transportation options and evacuation routes



Know How to Respond

Where do I go?

- Take your Go Bag with you
- First, seek shelter with friends or family outside affected area
- Disaster shelters will open, providing basic food and water
- Make a plan for your pet
- Service Animals ARE allowed in disaster shelters



Test Your Plan

- Hold emergency drills with all household members at least twice each year.
- During drills, test fire extinguishers, smoke detectors, and batteries and recharge, refresh, or replace twice a year.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check expiration dates and replace water and food supplies as needed.

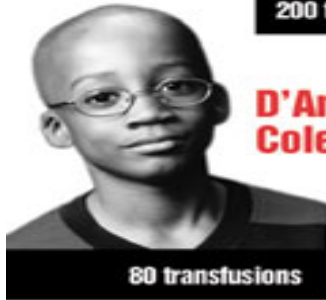


**They owe their lives
to blood donors.**

**Lauren
Larsen**



200 transfusions



**D'Angelo
Coleman-Boyd**

80 transfusions

**Rich
Ramirez**



5 transfusions

**Please donate blood.
People can't live without it.**

NewYork BloodCenter

Give Blood

**Become a regular and
frequent blood donor if you
are:**

- 17 years or older
- Weigh at least 110 lbs.
- Call **1-800-933-BLOOD**
or donate at your local
hospital

What You Need to Do

Let's review...

- Know your hospital's plan
- Develop a household disaster plan
- Create Go Bags
- Create an Emergency Supply Kit
- Know the hazards
- Get more information
- Conduct family emergency preparedness meetings
- Motivate others to be prepared
- Practice, practice, practice
- Give blood





Additional Resources

Community Preparation

Greater NY Hospital Association
www.gnyha.org/eprc/community/

New York City Office of Emergency
Management
www.NYC.gov/oem

**Yale New Haven Center for
Emergency Preparedness and
Disaster Response**
www.yaleneewhavenhealth.org/Emergency