

Workplace Emergency Plan

Employers and employees should be aware and prepared for potential disasters

- Evaluate the facilities potential for a problem
- e.g. natural disasters (hurricane, blizzard, tornado)

Develop a written emergency response plan

- Having a written plan will minimize confusion

Incorporate this plan into your employee policy manual

Review it at an office meeting

Plan a “mock” emergency to test how well the plan works

The American Red Cross and Federal Emergency Management Agency (FEMA) can supply information that can help your facility write the plan