

# **BOMA South Puget Sound Disaster Planning Workshop**

## **Featuring**

### **Cascade Regional Blood Services**

Dan Schmidt

Director of Donor Resources

### **ServiceMaster of Greater Tacoma**

Ernie Dittmann

### **Workshop Leader**

Byron Hiller

Coldwell Banker Commercial Property Management

## **Workshop Discussion**

1. Make sure you are safe at work.
2. Make sure your family is safe at home.
3. Help others.

Whether you are a business owner, a manager or an employee, having a disaster recovery plan is key to your bottom-line and livelihood – and, most importantly, the welfare of your fellow employees. Did you know:

- As many as 40% of small businesses do not reopen following a major disaster like a flood or earthquake?
- Most natural disasters strike quickly, with little or no warning?
- A flood might not put your business under water, but it could prevent customers and supplies from reaching you?
- Power outages, brown-outs or surges can affect your daily business operations?

Disasters happen all of the time, and in our changing world, the list of potential threats continues to grow. With the Red Cross as your expert preparedness partner, you and your business can be prepared for nearly anything that comes your way.

## MAKE A PLAN

Get your entire organization involved in the emergency planning process. Discuss why you need to prepare for a disaster and the types of disasters most likely to occur to your place of work and in our geographic region. Plan to share responsibilities and work together as a team. Disaster preparedness planning can be educational, fun and lifesaving.

## COMMUNICATE

Discuss the types of disasters that are most likely to happen and what to do in each type of situation. Also determine how you will communicate with one another in the event of a disaster.

## LEARN

- Know where to tune for detailed information following an alert message from the Emergency Alert System. In King and Kitsap Counties, listen to news stations such as KIRO-FM (97.3), KOMO-FM (97.7), or KOMO-AM (1000) and follow instructions from emergency management officials.
- [Do you have a battery operated radio at work? Y\_\_ N\_\_]
- Learn about your community's disaster warning signals, what they sound like and what you should do when you hear them.
- Familiarize yourself with your city or county's emergency action plan.
- Learn if your work neighborhood is affected by floods, seismic hazards, or landslides with King County [iMap](#).

## DESIGNATE A MEETING PLACE

Pick two places to meet and make sure everyone knows the addresses and phone numbers:

- Immediately outside your office in case of a sudden emergency like a fire.
- Outside your work *neighborhood* in case you can't return to work.
- [Do you have a work roster ready to identify the location and safety of each employee? Y\_\_ N\_\_]

## DETERMINE YOUR EVACUATION ROUTES

Discuss what to do in an evacuation. Determine the best two escape routes out of your place of business and neighborhood.

- [Do you have a disaster map with several ways out of your work neighborhood?]

## KNOW EMERGENCY PHONE NUMBERS - INCLUDING YOUR OUT-OF-STATE CONTACT

- Ask an out-of-state person to be your work contact. After a disaster, it's often easier to call long distance. Other work members should call this person and tell them where they are. Everyone must know your contact's phone number.
- [Do you have an out-of-state person identified? Y\_\_ N\_\_. Does everyone in your organization know the name and number? Y\_\_ N\_\_.]
- Post emergency telephone numbers by the phone and make copies for each member of the organization to carry with them.

## **BUILD OR PURCHASE A DISASTER KIT**

Put together your own disaster kit or purchase a disaster kit. Either way, your disaster kit should contain essential supplies to see you through a minimum of three days. It should be checked and updated every six months.

- [Does your organization have a kit? Y\_\_ N\_\_]

## **GET TRAINED**

Learn basic First Aid, CPR and other safety training. Someone's life may depend on it.

## **SENIOR AND SPECIAL NEED PLANNING**

Older adults, senior parents or people with disabilities may have special needs that need to be considered in your disaster plan.

- Set up a buddy system to check on one another in the event of an emergency or arrange for someone to check on you.
- If you have home health care service, plan ahead with your agency for emergency procedures.
- Teach those who may need to assist you in an emergency how to operate necessary equipment.
- [Do you have a plan to help those with special needs in your organization? Y\_\_ N\_\_]

## **OTHER DISASTER RECOVERY PLAN CONSIDERATIONS**

- Make sure you or someone in your organization knows how to turn off your utilities such as electricity, water and gas.
- Confirm that you have adequate disaster insurance coverage.
- Conduct a workplace hazard hunt to minimize damage to your place of business and to people who may be inside your home during a disaster.

## **PRACTICE AND REVIEW**

Practice your evacuation plan twice a year. Drive your planned evacuation route and plot alternate routes on a map in case main roads are impassible or gridlocked. You should review your disaster plan periodically to make sure information is updated.

Get Supplies

If a disaster of the scope of Hurricane Katrina hits our community, do you, your family and your employees have the safety supplies necessary to be without electricity, water, phone and other basic services for several hours, days...maybe even weeks? If your mother, husband or employee went into sudden cardiac arrest, would you be able to help save their life?

American Red Cross supplies and products will help protect you and your loved ones. The Red Cross – one of our community's most trusted resource for emergency and disaster preparedness – offers the highest quality automated external defibrillators, disaster preparedness kits, First Aid kits, books and other products to help prepare for almost any emergency.

### **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

Are you prepared to help a loved one, employee or customer when they need you most? As one of the leading causes of death in our country, sudden cardiac arrest strikes more than 450,000 people a year - approximately 1,200 a day. Calling 9-1-1 is not enough. Within the first five minutes of cardiac arrest, the heart must be shocked back to normal rhythm or the victim will most likely die. Portable and easy to use, automated external defibrillators (AEDs) deliver the necessary electric shock to the heart.

### **BUILD A KIT**

Make sure you and your organization has enough emergency food and water to see you through the first several days of a disaster. Depending on the severity and location of the catastrophe, it may take time for help to arrive and shelters and food to become available. For convenience, you may want to purchase a Red Cross disaster kit.

### **HELPFUL TIPS**

- As a general rule, you should store three days worth of supplies. If room and resources allow, store more.
- Replace emergency food and water supplies every six months unless otherwise noted on the packaging
- Make sure your kit is easily accessible. When a disaster hits, you don't want to dig in the back of the attic for your supplies.
- Keep smaller versions of your disaster kit in your family vehicles and at work.
- Prioritize.
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Six (6) antiseptic wipes
- Pair large medical grade non-latex gloves
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- Tweezers
- CPR breathing barrier, such as a face shield

Purchase a Red Cross First Aid kit or get trained in First Aid.

#### **4. MEDICATIONS, MEDICAL SUPPLIES AND INFORMATION**

- Keep enough essential medications on hand for at least three days (preferably seven days).
- Aspirin, antacids, anti-diarrhea, etc.
- Instructions on personal assistance needs and how best to provide them.
- Individuals with special needs or disabilities should plan to have enough supplies to last for up to two weeks (medication syringes, colostomy supplies, respiratory aids, catheters, padding, distilled water, etc.).

#### **5. TOOL AND SUPPLIES**

Keep some of these basic tools:

- Battery operated radio and extra batteries
- Flashlight and extra batteries
- Cash or travelers checks
- A copy of your disaster plan and emergency contact numbers.
- Map of your city and state (to evacuate the area and/or to find shelters)
- Utility knife
- Non-electric can opener
- Fire extinguisher: small canister ABC type
- Pliers and wrench
- Tape
- Waterproof matches
- Paper, pens and pencils
- Needles, thread
- Plastic sheeting
- Aluminum foil

Purchase Red Cross supplies.

#### **6. SANITATION SUPPLIES**

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
- Hand sanitizer

#### **7. CLOTHING AND BEDDING**

Consider packing blankets or sleeping bags, and rain gear.

#### **8. IMPORTANT DOCUMENTS**

- Keep copies of important organization documents in a waterproof container.

- Insurance policies, contracts, deeds, etc.
- Bank account numbers
- Credit card account numbers and companies

## 9. ENTERTAINMENT

- Deck of cards
- Books
- Portable music device
- For children, include a small toy, stuffed animal or coloring book and crayons

## MAKE A DISASTER RECOVERY PLAN

No business can risk operating without a disaster recovery plan. Interruptions from major disasters could have a dramatic impact---both directly and indirectly---on your business. Your building may sustain severe damage, your suppliers' inventory may be destroyed, transportation routes may be cut off, employees can't come to work and much more.

When developing your disaster recovery plan, consider three components:

- Human resources - How will a disaster affect your employees, customers and workplace?
- Physical resources - How will you do business if the area around your facility is closed or streets are impassable?
- Business continuity – What will you need to serve your customers even if your facility is closed and you have to move?

## PLAN AHEAD

1. Identify which natural and technological hazards occur or might occur in your area.
2. Schedule a Red Cross [workplace preparedness training](#) for your team.
3. Develop a disaster response team and disaster plan for each worksite.
4. Inventory disaster preparedness supplies.
5. Network with others in your building or block, to develop contingency management plans.
6. Gather information from local risk management associations or chapters.
7. Develop a business continuity or recovery plan – how you will get up and running following the disaster?
8. Get [trained](#) in First Aid, CPR and Automated External Defibrillator (AED) use.
9. Implement an [Automated External Defibrillator](#) (AED) program to respond to cardiac arrest – one of the leading causes of death in our country.

For more information on workplace preparedness, disaster recovery planning or training, please contact us at (206) 726-3507, (360) 377-3761 or [prepare@seattleredcross.org](mailto:prepare@seattleredcross.org).