

Emergency Preparedness Information

- Be familiar with a primary and secondary evacuation route from your building.
- Identify a gathering location outside the building for employees to meet after evacuating the building.
- Do not use building elevators when evacuating the building during an emergency.
- Identify and develop an “Area of Refuge” in areas where individuals are unable to evacuate.
- Keep exitways (corridors, stairways) clear of all obstructions.
- Begin evacuation immediately when the fire alarm sounds.
- Insure everyone is familiar with the sound of the fire alarm system so they do not confuse it with other alarms or sounds within the work area.
- Integrate building evacuation training into new employee orientation programs.
- Take an extra minute to identify your exits from Restaurants, Theaters, Conference Rooms, and Hotel Rooms.
- Establish a home fire escape plan and practice the plan.
- Maintain a supply of fresh batteries to use with portable radios and flashlights in the event of a power outage.
- Post emergency contact numbers near your phones.
- Teach your children how and when to dial 9-1-1 to get emergency assistance.
- Plan ahead for winter travel, which would include keeping your vehicles fuel tank full, letting someone know of your travel route and estimated timetable, and having a winter emergency car kit.
Some items to be included in an Emergency car kit are blankets, flashlights, first aid kit, high-calorie non-perishable food, extra warm clothing and shovel, sack of sand or cat litter.
- Additional Emergency Preparedness information is available on the Pennsylvania Emergency Management Agency (PEMA) web page at <http://www.pema.state.pa.us>