

SAFETY Matters



Welcome to the second edition of Safety Matters. In light of National Preparedness Month, we're focusing on ways to keep your business prepared for all types of emergencies and incidents. Learn about how you can prepare your facility for safety and security emergencies, keep your buildings and parking lots secure, and develop an evacuation plan to ensure employees and visitors get out safely.

We appreciate your interest in Safety Matters. Please feel free to contact me with questions or comments.

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Be Ready.

Once you have a plan to deal with various emergencies or incidents, you should think about how you want to communicate those policies and practices to employees, visitors and others present in or around your facility. Consider using signs, such as exit signs and evacuation assembly area signs, to direct people out of your facility if an evacuation is needed. Also, think about signs needed outside of your facility to ensure emergency vehicles can get in and get out as necessary.

Traffic control devices can also be a useful tool to direct vehicle and pedestrian traffic and prevent accidents and injuries. Barricades, cones, tapes and other items are a great way to mark off pathways and safe areas throughout your facility.

First Aid items, such as kits, eyewash stations, bandages and medicinals should be stocked in your facility to allow for quick efficient treatment of injuries and wounds. Kits should be placed throughout your building to allow for easy access no matter where an incident may occur.

Regardless of how or when an emergency occurs, it's important that you are ready. By thinking ahead and planning you are increasing your chances of avoiding accidents and keeping employees and visitors safe.

Visit www.emedco.com for a huge selection of safety products to keep your facility secure, your employees informed and your workplace prepared in the event of an emergency.

Think Ahead. Plan. Be Ready.

Are you ready for an emergency? September is National Preparedness Month – a month designed to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and communities. Sponsored by the Ready Campaign in partnership with Citizen Corps and the Ad Council, National Preparedness Month is a great opportunity for you to take a look at your business' emergency and evacuation plans, safety practices and facility security to ensure you are prepared.

Think Ahead.

The first step is thinking ahead. How would you evacuate people from your facility? Do employees know how to respond to workplace accidents and incidents? Can emergency vehicles easily access your facility? If you answered no to any of these questions, you should think about ways to prepare for that type of incident. To do that, you'll need a plan.

Plan.

Planning is critical in preparing for an emergency. Planning involves things like developing an evacuation plan for your facility and clearly marking evacuation routes and meeting points. It also involves thinking about emergency vehicles and personnel. Can they easily access your facility and do their jobs quickly and efficiently when responding to an incident? You should also identify treatment locations where individuals can receive first aid in the event of an accident or injury. Finally, you should think about the systems you have in place for identifying and monitoring who is in your facility and where they are in case of an emergency in your facility.



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National Preparedness Month

Keeping Your Facility Secure

Natural disasters, fires and accidents are not the only type of dangerous incidents that can occur at a facility. Robberies, trespassing and vandalism can also put employees in danger and/or compromise the safety of your building.

In line with National Preparedness Month, you should think about the systems you have in place to secure your facility, eliminate theft and tampering, and protect your employees. One of the first steps you can take is setting up a people identification system. Employee and visitor badges are a quick and easy way to identify people in your facility and restrict or allow access.

Another way to keep your facility secure is to install surveillance equipment, like cameras, and place signs around your facility to deter unwanted activities. If your budget does not allow for the purchase of a full-blown security system, signs and dummy cameras can be just as effective.

Finally, ensure your parking lot is secure. A simple measure like parking permits can help you control access to your facility's parking areas and control access for unauthorized vehicles.

By taking measures to keep your facility secure, you are helping to protect your business and your most valuable assets – your employees.



Important elements of an evacuation plan

Developing an effective, safe evacuation plan needs to happen before an emergency occurs. Don't know where to start?

Here are some steps to get you on the right track:

1. Do your due diligence: Investigate your facility – mark exit routes, block off a spot in your parking lot for your evacuation assembly area, create an evacuation policy.
2. Update your emergency equipment and marking products. This includes things like exit signs and labels, marking tape, emergency lights, and anti-slip glow markers.
3. Identify evacuation leads: Choose one individual from every department to be the evacuation lead for that group. This person must be trained and prepared to lead and keep track of his/her department in an emergency situation.
4. Train the rest of your staff: Go over your policy with all employees in the building. Ensure they know evacuation routes and correct procedures for exiting the building and finding the evacuation assembly area.
5. Practice! Choose days for drills and enforce your evacuation policy. Go one step further and block an exit door with a "fake fire", forcing your employees to use their knowledge of other exit routes in your facility.
6. Debrief after each drill: Learn from problems and mistakes and adjust your policy and procedures as needed.



The goal of every evacuation plan is to get all employees to the evacuation assembly area safely and quickly. Follow these steps to get your business on the right track. Bad situations don't give notice – be ready for anything!

What Matters next month?

Fire Safety