

## IN A HIGH-RISE BUILDING

- Note where the closest emergency exit is.
- Be sure you know another way out in case your first choice is blocked.
- Take cover against a desk or table if things are falling.
- Move away from file cabinets, bookshelves or other things that might fall.
- Face away from windows and glass.
- Take your emergency supply kit, unless there is reason to believe it has been contaminated.
- **Do not** use elevators.
- Stay to the right while going down stairwells to allow emergency workers to come up.



## First Aid Kit:



In any emergency an employee, or yourself may be cut, burned, or suffer from another injury. If you have these basic supplies you are better prepared to help when someone is hurt. Having the following supplies can help you stop bleeding, prevent infection and assist in decontamination. Knowing how to treat minor injuries can make a difference in an emergency. Consider taking a first aid and or CPR class.

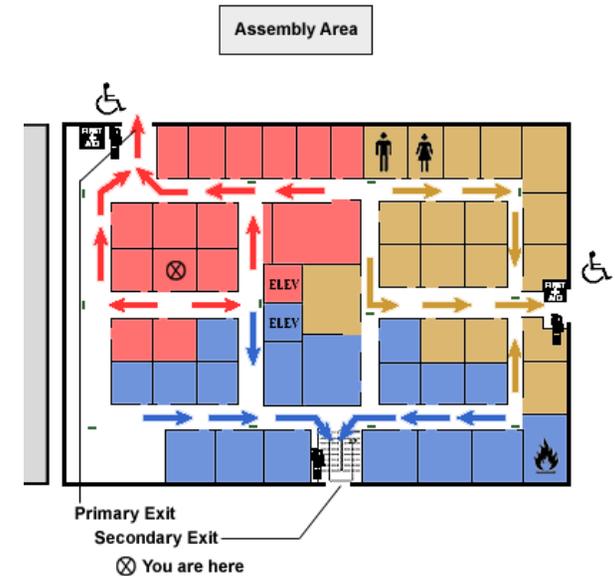
## Things you should have:

- Latex or other sterile gloves
- Sterile dressings to stop bleeding.
- Conforming roller gauze bandage.
- Cleansing agent/soap & antibiotic towelettes to disinfect.
- Antibiotic ointment & burn ointment to prevent infection.
- Adhesive bandages in a variety of sizes.
- Eye wash solution to flush the eyes.
- Tweezers
- Scissors
- Aspirin, Non-Aspirin pain relievers, non diarrhea, & antacid.
- Cold Packs
- CPR breathing barrier (example face shield)

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# Evacuation For Businesses



**25% of small businesses DON'T reopen after a major disaster!**

San Bernardino County  
Fire Department

Community Safety Division

## EVACUATION AT WORK

The ability to evacuate employees, customers, and visitors quickly and effectively can save lives. Develop a system and designate a safety coordinator for each shift: who's in the building, who has the authority to order an evacuation, who will provide the all clear to return, who will shut down critical operations & lock doors, etc. Plan two ways out from all locations in the building and establish a warning system. Designate an assembly site. Have someone that can account for all workers, visitors, customers (time cards, etc.) If your business is in a high rise building, strip mall, or industrial park, coordinate and practice with the other businesses to avoid gridlock and confusion. Find out if anyone has specialized equipment like a power generator, or expertise such as medical knowledge, that might help in a crisis. Practice drills frequently!



**Encourage your employee's to take CPR and First Aid Classes!**

### Did you know...Fire is the most common business disaster?

Prepare your business by having regular inspections by the local fire department. Also, install smoke alarms, fire extinguishers, and automatic fire sprinklers.

## Emergency Planning for Businesses

Your employees and co-worker's are your biggest asset. Communication is vital before, during, and after a disaster.

### How to prepare yourself & employee's for a disaster:

- Put disaster preparedness information in newsletters, memos, and other periodicals.
- Designate an out-of-town number or a universal voicemail where employee's can call and leave a "they're safe" message.
- Talk with employees that have disabilities; ask what assistance they'll require and identify co-workers who are willing to help.
- Have important documents such as maps, plans, insurance policies, employee information, and computer backups in a waterproof, fireproof portable container. Also, keep a copy at an off-site secure location.
- Review insurance policy's for coverage.
- Prepare for utility disruptions and plan what to do if the streets and utilities are closed.
- Identify & plan on how to replace or repair vital equipment if damage occurs.
- Install emergency lights that turn on when the power goes out. They are cheap & available at building supply retailers.

### How to reduce damage:

- Bolt bookcases, display cases, and tall furniture to the wall.
- Secure breakables to tables, stands, and shelves.
- Move large objects that can fall & injure someone to low shelving.
- Install latches to keep drawers & cabinets from flying open and spilling their contents.
- Use closed screw eyes & wire to hang framed pictures & mirrors to walls
- Use plumber's tape or strap iron to secure hot water heaters.
- Have a professional install flexible connectors to equipment & appliances that are fueled by natural gas.



## Make A Supply Kit

When preparing for a possible emergency situation, it's best to think first about the basics of survival: fresh water, food, & a first aid kit. Encourage each employee to have their own personal kit that fit their needs with medications, etc.



**Fresh Water:** One gallon of water per person per day, for drinking and sanitation. Children, nursing mothers, and sick people may need more water. If you live in a warm

weather climate more water may be necessary. Store water tightly in clean plastic containers such as soft drink bottles. Keep at least a three-day supply of water per person.



**Food:** Store at least a three-day supply of non-perishable foods. Pack a can opener & eating utensils. Select foods that require no refrigeration, preparation, cooking & little to no water.

- Ready-to-eat canned meats, fruits and vegetables
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter
- Dried fruit
- Nuts
- Crackers
- Canned juices
- Non-perishable pasteurized milk
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods