

SPECIAL POINTS
OF INTEREST:

- Tip #1
- Tip #2
- Tip #3
- Remember Batteries
- Talk to People
- Protect Your Investment
- Plan to Stay in Business
- Test Your RQ

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Hats ON for Safety

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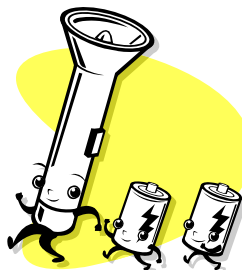
Preparedness Month

September is National Preparedness Month - an important reminder to all of us to prepare for emergencies. From wild fires and earthquakes on the West Coast to hurricanes and tropical storms on the East Coast to flooding in the Midwest, we all must prepare ourselves, our families and our businesses.

Tip #1: Prepare your car before your home. Why? 90% of Americans own a car and travel in it regularly. Your vehicle is almost always with you....whether at home or away. Keep your

Remember Batteries

Change your flashlight and emergency radio batteries every time you adjust your clocks



(daylight savings and standard time). This is an easy way to remember to keep your emergency

Emergency Preparedness Supplies in your vehicle and odds are you will have them handy when you need them.

Tip #2: Eat the food in your freezer after the food in your refrigerator. Why? If the power goes out, tape the freezer shut. Eat the food in the refrigerator first. Food in the refrigerator will spoil while the freezer food is slowly thawing. After depleting the perishables in your fridge, move on to the freezer items. If you have items still frozen, pull the thawed items to the refrigerator and work through them,

allowing the still frozen items to remain in the freezer till they thaw. This will help stretch your food supplies for days.

Tip #3: Do not flush your toilets (yet) Why? Water in your toilet tank is potable water...same as your tap water. Save it for drinking water. If you flush your toilets, you are using gallons of safe, drinkable water that could help sustain your family. Remember, too, if you have a tank water heater, this may also have many gallons of safe water.



supplies ready to use. While you are changing the batteries, check the condition and expiration dates of everything in your supply packs. It may be time to replace some items or gather additional supplies.

Talk to Your People

- **Involve Co-Workers:** Include people from all levels in emergency planning
- **Practice the Plan:** Drills and exercises will help you prepare.
- **Promote Preparedness:** Encourage your employees and their families to: **Get a kit, Make a Plan, Be informed**
- **Write a Crisis Communication Plan:** Detail how you will be in contact with employees, customers and others during and after a disaster.
- **Support Employee Health:** People who have experienced a disaster may have special recovery needs.



Protect Your Investment

In addition to emergency planning, you can take steps to safeguard your company and secure your physical assets.

- **Insurance Coverage:** Meet with your provider to review current coverage.
- **Utility Disruptions:** Prepare for extended outages during and after a disaster.
- **Facilities, Buildings, Plants:** Take steps to secure physical assets.
- **Equipment:** Conduct a room-by-room walk-through to determine what needs to be secured.
- **Cyber Security:** Protect your data and IT systems

Let us know if you have any ideas for our safety newnewsletter. E-mail kathy@southernbuilder.org.

Plan to Stay in Business

- **Be Informed:** Know what kinds of emergencies might affect your company.
- **Continuity Planning:** Carefully assess how your company functions, both internally and externally.
- **Emergency Planning:** Your employees and co-workers are your business's most important and valuable asset.
- **Emergency Supplies:** Think first about the basics of survival: fresh water, food, clean air and warmth.
- **Deciding to Stay or Go:** Shelter-in-place or

evacuate, plan for both possibilities.

- **Fire Safety:** Fire is the most common of all business disasters.
- **Medical Emergencies:** Take steps that give you the upper hand in responding to medical emergencies.
- **Influenza Pandemic:** The federal government, states and communities and industry are taking steps to prepare for and respond to an influenza pandemic.



Test Your RQ

From power outages to hurricanes or tornades, floods to fires, the most important message is simple—Be prepared. How do you know if you are ready enough? Test your RQ.

Readiness Quotient. Go to www.whatsyourrq.org and take the RQ test.

What safety concerns do you have? What's your business doing that is unique when it comes to matters of safety? Let us know!



Information in this newsletter was taken from www.ready.gov; firstaidstore.com; redcross.org; whatsyourrq.org