

## **Standard #6: Staff is prepared to be self-sufficient in the work place for a minimum of three days**

### **Do all staff have the essentials to survive for 72 hours in the workplace without outside resources/supplies?**

An effective emergency plan relies on having your staff and volunteers personally prepared at home, in their cars and at work. After a disaster staff and volunteers who are personally prepared will be more likely to be available to support your agency's services at a time when they are most needed by your clients. Many free resources are available to help your staff and volunteers to be personally prepared.

#### 6a. Staff are familiar with shelter-in-place and lock-down procedures.

- Staff are aware of shelter-in-place procedures for various emergency scenarios such as:
  - A severe snow or ice storm
  - Civil activity such as a demonstration or protest
  - A large earthquake has extensively damaged bridges and roads
  - Police activity in the immediate area
  - A release of hazardous materials from an accident or a terrorist act.
- Make sure staff know what their role would be and how to communicate with their loved ones that they will not be leaving the building.
- All locations are able to operate independently.
- Provide cross training between job functions to increase the number of people available to accomplish key function in case key personnel cannot be contacted.

#### 6b. Food, water and sanitation supplies are easily accessible.

- Determine a location that can be reached even in the case of structural damage.
- Store supplies in a way that they will survive the disaster -- out of areas that can flood, secured in case of earthquake.
- Ensure each of the locations have the supplies, skills, and authority to function independently if contact between locations is lost.

#### 6c. All staff know where emergency supplies are located.

- Put up signs indicating where emergency supplies are and include their location in any new employee tours.
- If you have a map up in your facility showing where exits and bathrooms are, mark the supplies on the map.
- Safety signage should include emergency supplies, emergency exits, utility shutoffs, and other safety equipment.

## Key Tools for This Standard

- [Collaborating Agencies Responding to Disaster \(CARD\), Sections B and F](#)

- Food/Water/Sanitation

[Food and Water in an Emergency \(American Red Cross\)](#)

[3 Days 3 Ways](#) (multiple languages) - Easy to follow guide on personal disaster preparedness

- [Centers for Disease Control and Prevention \(CDC\) Zombie Preparedness](#)

This tool was launched in 2011 and quickly gathered buzz for its creative approach to engaging new and diverse audiences. Capitalizing on the popularity of zombies in the media, the CDC's campaign remains an effective educational platform for personal preparedness.

- Workplace Disaster Preparedness

[Red Cross Workplace Preparedness Page](#)

- Shelter in Place

[OSHA Shelter in Place Procedures and Information](#)

[Red Cross: How to Shelter in Place](#)

[Boston Marathon: Largest Historical Magnitude of Shelter in Place](#)

- Lockdown

[University of Chicago Lockdown Procedures](#)

[CDC: Violence on the Job](#)

→ [Agency Emergency Planning Contact Info](#)

