

## What You Can Do

### For You And Your Family...

- ◇ Make preparations for emergencies by building a family disaster preparedness kit
- ◇ Plan how to contact family members if telephones are not working
- ◇ Designate alternate family meeting locations near or at storm shelters
- ◇ Research the resources in this guide. Additional resources are available through your supervisor and human resource manager
- ◇ Browse informational literature available in your employee break room
- ◇ Talk to your friends, neighbors and coworkers about their disaster preparedness plans
- ◇ Plan for child-care in case school closes

### On The Job...

- ◇ Participate in company awareness training
- ◇ Know the signs and symptoms of FEAD/FMD
- ◇ Be aware of your surroundings
- ◇ Know where storm shelter areas located

### See Something?...Say Something!

If you see suspicious activity, either at work or in your community, report it to local law enforcement or to your supervisor.

## EMPLOYEE RESOURCE GUIDE

**This guide is provided to employees and their families to help them prepare for and recover from an emergency**

### *Resources in this guide include:*

- ◇ What you can do to prepare yourself and your family for a disaster
- ◇ Who to call in an emergency situation
- ◇ Preparedness & informational resources
- ◇ Specific types of hazards in the region



**Helping ensure employees and their families are prepared for emergencies and stay safe!**

For Emergencies Dial

**9-1-1**

use in emergency circumstances only

### Contact Information

(Fill-in numbers for each below)

Police/Sheriff Dept: \_\_\_\_\_  
Fire Department: \_\_\_\_\_  
Personal Physician: \_\_\_\_\_  
Pharmacy: \_\_\_\_\_  
School: \_\_\_\_\_  
School: \_\_\_\_\_  
School: \_\_\_\_\_  
Other [                    ]: \_\_\_\_\_  
Other [                    ]: \_\_\_\_\_  
Other [                    ]: \_\_\_\_\_  
Other [                    ]: \_\_\_\_\_  
Other [                    ]: \_\_\_\_\_

### Employer Contact Information

In the event you are unable to report for work report your status as soon as possible to your supervisor.

Keep additional numbers available to use as needed.

Supervisor: \_\_\_\_\_  
Company Office: \_\_\_\_\_  
Payroll and Benefits: \_\_\_\_\_  
Human Resources: \_\_\_\_\_

Below are resources to help you and your family prepare for an emergency before it occurs so that you can respond and recover from any type of hazard

### Preparedness & Informational Resources

- ◇ **FEMA Ready:** [www.ready.gov](http://www.ready.gov)
- ◇ **American Red Cross:** <http://www.redcross.org/prepare>
- ◇ **Be Red Cross Ready – Get a kit. Make a plan:** <http://www.redcross.org/prepare/location/home-family>
- ◇ **Safe America Foundation:** <http://www.safeamericaprepared.org/home.html>
- ◇ **OTHER:** Contact your local Office of Emergency Management and local Chapter of American Red Cross

#### Current Weather Watches and Warnings

[www.weather.gov](http://www.weather.gov)

#### State-specific Travel Information

Texas: 1-800-452-9292 or <http://www.drivetexas.org/>

Oklahoma: 1-888-425-2385 or [www.okladot.state.ok.us/road\\_condition.htm](http://www.okladot.state.ok.us/road_condition.htm)

Kansas: 1-800-585-7623 / 511 or <http://511.ksdot.org/>

### Watch & Listen for Warnings

Whether it be for Emergency Evacuations, Weather Warnings, Hazardous Materials Incidents, etc..., stay informed and have multiple means to receive warning. Some sources include:

- ◇ NOAA All Hazard Radio Alerts
- ◇ Emergency Alert System (EAS) messages
- ◇ Wireless Emergency Alerts (WEA)
- ◇ Local TV and Radio Stations
- ◇ Outdoor Warning Sirens
- ◇ Subscribed Text, Email, and Voice Alerts
- ◇ Downloaded Alerting Smartphone Applications
- ◇ Social Media (Facebook, Twitter, etc.)
- ◇ Emergency Radio Scanners

**IMPORTANT:** Following a disaster, immediate assistance, crisis counseling, food/water, etc. will vary depending on location and type of incident. Contact your local emergency management office prior to an incident occurring to determine best sources of information for the region, including emergency numbers for utilities. **Local media outlets (radio, television, etc.) should be closely monitored prior to and following an incident for most current information.**

### *New to the Texas/Oklahoma/Kansas?*

These regions contain some hazards that are important to be aware of and know how to respond.

- ◇ **Extreme Heat** - Avoid strenuous activities until the coolest time of the day, drink plenty of water, and wear lightweight, light colored clothing.
- ◇ **Wildfires** - Fires fueled by strong, dry winds can occur and spread rapidly. Have a Family Go Kit ready and be prepared to evacuate quickly.
- ◇ **Severe Weather** - Get indoors. If a Tornado Warning is issued for your area, seek shelter in a basement, storm shelter or safe-room, or small interior closet or hallway.
- ◇ **Snow/Blizzards** - Stock up on food, water, medications, and secure backup heat sources in case of power outages. Avoid driving in wintery weather conditions.