



## **Preparing For A Hurricane.** (reprint by request from August, 2005 Cambridge Safety Newsletter)

For our Gulf-Coast friends and clients – there have been 15 named storms predicted this summer. You can reduce the effects of a natural disaster to your business by knowing your vulnerability and what actions you should take. Developing a written disaster preparedness plan and training employees to implement it, is critical. Also, compile an emergency contact list with 24-hour telephone contact numbers.

Identify vital records and back-up copies or transfer them to a CD. Identify a safe storage area within the facility where records can be relocated, if necessary. Consider moving vital records off-site. Determine responsibility for maintaining the facility. Ensure that the following items are addressed:

- Inventory and repair hurricane/storm shutters, patch roofs, and caulk windows.
- Check security and flood lighting.
- Identify and secure items that may be blown around.
- Identify emergency power requirements to determine if you need a generator, test it monthly during peak season.



- Determine computer support for employees who need to remain operational during a natural disaster.
- Verify communications equipment is operational.
- Determine emergency supplies necessary. All emergency supplies should be clearly marked and stored in an area accessible in an emergency.
- Prepare a list of vendors critical to your daily operations and their telephone numbers.

For more information on personal storm preparedness, download the November, 2004 *Cambridge Safety Newsletter* for an article called "Putting Together A Disaster Supplies Kit". See the Safety Resources Section of [CambridgeRiskControl.com!](http://www.CambridgeRiskControl.com) Remember, "Help may not arrive for days!"

### **2005 Dates:**

#### **January:**

Plan Your Safety Training Now!  
Call Cambridge For Ideas!  
312-381-8208

#### **February:**

Child Passenger Safety Week

#### **March:**

Poison Prevention Week  
Workplace Eye Safety Month  
Save Your Vision Month

#### **April:**

Sports Eye Safety Month  
Intl Building Safety Week  
Work Zone Aware. Week  
Playground Safety Week

#### **May:**

Clean Air Month  
Melanoma Awareness Month  
Electrical Safety Month  
National EMS Week  
Poison Prevention Week

#### **June:**

National Safety Month

#### **July:**

EYE INJURY PREV. MONTH

#### **August:**

Prepare Your Winter Safety Training!

#### **September:**

Farm Safety/Health Week

#### **October:**

Nat. Fire Prevention Week  
Drive Safely Work Week  
Radon Action Week

#### **November:**

Take advantage of the weather and do your classroom training!

#### **December:**

"3D Month" - National Drunk & Drugged Driving Prevention Month

### ***If You Would Like To Help...***

The International Red Cross can be contacted at the following web address:

# [www.redcross.org](http://www.redcross.org)

Or, there are also other legitimate organizations:

<http://www.bushclintonkatrinafund.com/>

<http://www.usafreedomcorps.gov/>

Beware of fake donation websites and organizations claiming to help, but actually won't.



## Putting Together A Disaster Supplies Kit

(By Jody Warner, CSP, CFPS, Cambridge Risk Control Department)

(reprint by request from November, 2004 Cambridge Safety Newsletter)

The recent rise in natural disasters (hurricanes Charley, Frances & Ivan) has caused a rise in questions regarding emergency preparedness and planning. Whether it's a hurricane, tornado, flood, snowstorm, drought, or other natural occurrence, planning ahead can mean the difference between getting by and getting left out in the storm. Planning ahead is one of the most basic risk management techniques that can be undertaken by an individual, family or company. Remember that local officials and relief workers cannot reach everyone immediately. Help may not arrive for several hours or days. It's wise to be prepared ahead of time because there won't be time to stop and search for the supplies you'll need when the disaster strikes.

With this in mind, one of the basic steps in emergency preparedness is the creation of a **disaster supplies kit**. By taking the time to create the kit, you can be better prepared in the event of a disaster. The kit can also help everyone feel more secure in case of emergency. The below supplies can be kept in a plastic tub, small case or container.

**"Help may not arrive for...several days."**

**THE ESSENTIALS:** Cash and/or credit cards, cell phone, emergency contact phone numbers, local & regional maps with locations of safe evacuation places for various emergencies, first aid kit, flashlights, battery operated radio, extra batteries, medications (if required).

**WATER & FOOD:** Three day supply of water (3 gallons per person per day), three day supply of nonperishable food (foods that require no refrigeration, preparation and little or no water), formula (if required), baby food (if required).

**SANITATION:** Toilet paper, soap, toothpaste, toothbrushes, feminine hygiene products, paper towels, garbage bags and ties, disinfectant cleaner.

**CLOTHING:** A change of clothes for each person, shoes, hats, winter coats, gloves, scarves, blankets or sleeping bags, diapers (if required).

**MEDICAL NEEDS:** Prescription medications (heart, blood pressure, insulin, etc.), aspirin and non-aspirin pain reliever, anti-diarrhea and antacid medications, hearing aid batteries, spare eye glasses.

**IMPORTANT DOCUMENTS:** Copies of – will, insurance policies, contracts, deeds, stocks & bonds, passports, social security cards, immunization records, ID's for each person.

**TOOLS & SUPPLIES:** Paper plates, cups, plastic utensils, can opener, kitchen items (spatula, tongs, etc.), pliers, screwdrivers (flat & phillips), hammer, crowbar, pocket knife, duct tape, compass, matches in a waterproof container, safety goggles, fire extinguisher, whistle, paper, pencils/pens, extra car keys, games, books.

**MISCELLANEOUS:** Pet supplies (if applicable), stuffed animals for kids, toys.

One last thing to remember – disasters are certainly frightening for adults, but they are more traumatic for children if they don't know what to do. Children depend on daily routines. When an emergency disturbs their routine, they can become especially nervous. They will look to the adults for stability and guidance in order to get through the event.

The old rule you've always heard applies here as well – **"FAILING TO PLAN IS PLANNING TO FAIL."**

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# Safety Resource Center

### It's Good To Know:

#### Safety Articles

Looking to get your safety article widely published?

We can help!

Simply send your article to the newsletter and website editor ([jody.warner@cambridge-na.com](mailto:jody.warner@cambridge-na.com)) and we'll have a look at it. We'll let you know as soon as possible if it can be used.

Remember, it should be between 500 and 1000 words, be tech-limited and be beneficial to a wide safety audience.

### It's Good To Know:

#### You wouldn't believe it if I told you!

Do you walk under ladders?

A 34 year old man was recently seriously injured when a full, 1 gallon can of paint fell 15 feet onto his head. He was walking under an extension ladder being used for painting at the time!

#### Never let it be said that safety is common sense !!

Do you have an injury story that you'd like to share? Email us. No names please!

### It's Good To Know:

#### First time in the USA!

**XVIIth World Congress on Safety and Health at Work**  
**September 18 - 22, 2005 - Orlando, Florida**

Contact:

[safety2005@nsc.org](mailto:safety2005@nsc.org)  
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