

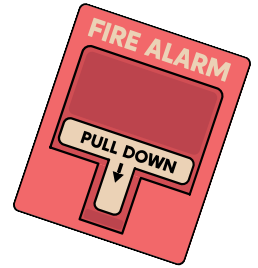


POMS



DISASTER PLANNING | WHAT SUPERVISORS NEED TO KNOW

DISASTER PLANNING CHECKLIST:



- Are you aware of the types of disasters that could occur in your workplace?
- Are you familiar with your organization's disaster plan?
- Do your employees understand the provisions of the plan?
- Have your employees been properly trained to respond effectively to disaster situations?
- Do you provide annual refresher training and retrain as necessary when circumstances affecting disaster response change?
- Have employees been assigned a primary and alternate evacuation route from their work area?
- Have you posted floor plans indicating evacuation routes around your department?
- Have you discussed appropriate disaster behavior with employees?
- Do you have a plan for evacuating disabled employees and workers who might be injured during a disaster?
- Have you designated a meeting place outside the facility for your employees to gather for a head count after evacuation?
- Have you designated employees to perform disaster response assignments?
- Do these employees understand their responsibilities, and have they had an opportunity to practice them under simulated disaster conditions?
- Do you and your employees take disaster drills seriously and participate actively and cooperatively?
- Have you taken steps to protect important records, documents, and other information?
- Do you have a plan for securing your department after a disaster to prevent unauthorized access?