

Safety Note # 189

EMERGENCY PREPAREDNESS FOR SUPERVISORS/DIRECTORS



When an emergency occurs, our first priority is always life safety. Once the health and safety of our employees, volunteers, or program participants is secure, there are many actions that can be taken to help manage an incident and minimize potential damage. Taking some basic planning steps before an emergency can help you and your colleagues to be ready when an emergency strikes. The following are some of the recommended preparedness practices that ANR Directors, Managers, or Supervisors can use to make sure their office, department, or team are prepared:

- Identify how local authorities will notify you during an emergency and consider how you will communicate this information forward to other employees in your department. For Cooperative Extension offices, the County Director is often considered a “department head” within the county administrative communication structure and will receive information accordingly.
- Sign-up for the notification and emergency alert services that are used in the areas where you work, live, or have supervisory responsibilities—use your internet browser to search for your local City or County name and the word ‘alerts’ or ‘emergency notifications’. Services such as Nixle allow you to set up multiple locations to be notified about.
- Develop ways to communicate with employees during work hours, and during off hours about pending emergencies and the workplace operating status. Have an employee Contact List available, we recommend both an electronic and paper copy—as the power may be out or your cell phone battery empty. A sample Contact List template is available on the EH&S website: <http://safety.ucanr.edu/Programs/emergency/>. In a larger office, you may want to develop a phone tree, or divide up communication roles along program or supervisory lines.
- When developing communication plans, consider researchers, volunteers, agencies, or other groups that you partner with who need to be included in your emergency communications.
- Telecommuting—determine in advance whether employees may be able to work remotely if emergency conditions cause temporary closure of your office, or make it difficult to get to the office. Consider what types of work can be accomplished remotely, and make necessary arrangements for access to computer systems or data.
- Make plans to ensure vital records/documents/research are stored safely, backed-up, or portable.
- During emergency incidents, continue to monitor news reports and follow directions provided by local authorities or City/County officials. In many cases, where ANR employees are located at County facilities, you will need to honor County office closures or other restrictions.
- Communicate with and provide updates to ANR leadership as to your location’s status. See [ANR Communication Guidelines for Reporting Serious Incidents or Matters](#).
- Be knowledgeable of your community’s evacuation plans and routes, anticipated hazards, and community warning systems/sirens.
- Increase your disaster/emergency awareness-visit the Cal OES ‘MyHazards’ website to learn about the specific threats for the address/locations you provide: <http://myhazards.caloes.ca.gov/>
- Review and share with your colleagues the Safety Notes series on Emergency Preparedness:
 - SN #166 [Office Preparedness for Emergencies](#)
 - SN #167 [Be Informed](#)
 - SN #168 [Make a Plan](#)
 - SN #169 [Build a Kit](#)
 - SN #188 [Get Home Bag](#)