

Additional Resources

In order to be an effective team member for a critical incident, you need to be sure your family is safe and cared for. This takes planning and preparation.

There are a number of resources available to help you do this.

**Greater Rochester
American Red Cross**
www.rochesterredcross.org/

FEMA
www.fema.gov/areyouready/

Department of Homeland Security
www.ready.gov

Monroe County *Project Prepare*
www.monroecounty.gov/safety-projectprepare

**ESI Employee Assistance Group
Employee Assistance Program**
www.theeap.com

13 Lomb Memorial Drive
Eastman Bldg, Room 4012)
Rochester, NY 14623

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**Business Continuity Office—RIT
Global Risk Management Services**

Home Emergency Preparedness

**FOR
Essential Employees
AND
Critical Incident Management
Team members**



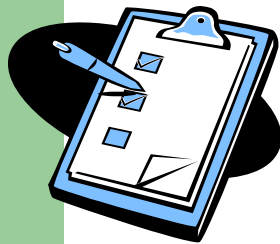
**Business Continuity Office—RIT
Global Risk Management Services**

Tel: 585-475-7812

Get Ready

As an essential employee or critical incident management team member, you may be asked to report to work while everyone else is at home taking care of themselves and their families. You may be needed to make sure some student services continue operations, that utilities stay functioning, or respond to a particular emergency or disaster on campus.

It's important that you take steps ahead of time to be prepared to be at work while your family deals with things at home. This pamphlet offers some ideas and suggestions, as well as additional resources where you can find family emergency preparedness information.



The 3 basic steps are:

- **ASSEMBLE A KIT**
- **MAKE A PLAN**
- **BE INFORMED**

ASSEMBLE A KIT

A basic emergency supply kit includes:

- Water (1 gal/person/day for 3 days)
- Food (3 days)
- Portable radio
- Flashlight (with extra batteries)
- First Aid Kit
- Whistle
- Dust mask, plastic sheeting, duct tape
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to turn off utilities)
- Can opener (for canned food in kit)
- Local maps
- Other items to consider:
 - ◇ Pet food
 - ◇ Prescriptions
 - ◇ Cash or traveler's checks and change
 - ◇ Infant formula and diapers
 - ◇ Matches (in waterproof container)
 - ◇ Household chlorine bleach and dropper
 - ◇ Complete change of clothing
 - ◇ Feminine supplies

MAKE A PLAN

Before an emergency happens, sit down and think about:

- Who your out-of-town contact will be
- Who will pick up children from school or daycare if you can't (pre-arrange permission)
- Where you will meet if you have to leave your home or can't make it back home
- Protecting your important information, like insurance policies, birth certificates, passports, insurance cards
- What are important telephone numbers you all need to know
 - ◇ Physician

- ◇ Hospital
- ◇ Health Insurance Company
- ◇ Veterinarian
- ◇ Pharmacist
- ◇ Employee Assistance Program
800-252-4555 or 800-225-2527

For a Family Emergency Plan, connect to www.ready.gov/america/_downloads/familyemergencyplan.pdf

BE INFORMED

Learn about potential emergencies that could happen in the area and how you may be affected. Things like:

- Ice Storms
- Snow Storms
- Power Outage
- Flooding
- Hazardous material release
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Also learn about community disaster or emergency plans. Go to your county website for information about emergency preparedness in your area. Also go to the RIT Emergency Preparedness web site at <http://finweb.rit.edu/publicsafety/preparedness> to learn about emergency preparedness at RIT.

Emergency Preparedness at home is up to you.

BE PREPARED!

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