



## OFFICE DISASTER SURVIVAL PLANNING TOOLKIT

To help you survive in your office, this Office Disaster Survival Toolkit describes the basics of what you need to do before a disaster, during a disaster in your office, how to purchase a good supply kit, and how to locate free local training.

### Plan to Survive a Disaster in Your Office

1. You must develop an office disaster plan to give yourself and your colleagues the best chance for survival during a disaster.
2. The best disaster plan is developed specifically for your own office. The Institute for Business & Home Safety developed the Open for Business Toolkit that you can download for free and customize to produce a custom disaster plan for your office. To display the Open for Business toolkit, go to:  
[http://www.ibhs.org/business\\_protection/ofb\\_toolkit.asp](http://www.ibhs.org/business_protection/ofb_toolkit.asp)
3. Complete the plan with all people in your office and practice it.

### What to Do During the Disaster in Your Office

1. Assess yourself and people in your office for injuries.
2. If anyone has minor injuries, use your Office Disaster First Aid Kit to treat injuries.
3. If anyone has major injuries, call 911 on your cell phone.
4. Assess your office – is it damaged?
5. Complete your Office Disaster Survey to assess your office and utilities.
6. To display the Office Disaster Survey form with instructions, click here.
7. Turn on your radio to the nearest local station to get an update on the disaster.
8. Open your Office Disaster Kit and use supplies as required.
9. If required, wait for emergency personnel and follow orders.

### Prepare: Purchase an Office Disaster Survival Kit for Your Office

After much research, I recommend the SimplerLife Office Kits for your office. Simplerlife has kits for any size office and you can customize kits for your particular office. You can order the Office Disaster Survival Kits online from [www.simplerlife.com](http://www.simplerlife.com).



Emergencies can strike at any time. Prepare yourself for the worst with the Office Disaster Kit. A simply designed compact, Modular Disaster Kit. Each Module is Packed in your choice of a stackable, tamper-resistant tote or duffle bag. Ideal for the office. Order together or separately.

1. Go to <http://www.simplerlife.com/kitforofandf.html>.
2. Select the Office Disaster Kit for the size and type of your office.
3. Follow the site instructions to order the kit and put it in your office when it arrives.

**JEAN ANDERSON**

**WWW.AWSDISASTERPLANNING.COM**



**AWS Office Disaster Survival  
Planning Services**

**[jeanaws@aol.com](mailto:jeanaws@aol.com) - 831-685-1041**

## **Train to Survive!**

The Citizens Corps provides free Community Emergency Response Team (CERT) training to prepare us to survive disasters and help others. For more information about CERT, go to <http://www.citizencorps.gov> and enter your zip code to find the nearest CERT council to you. Contact your local CERT Council to find the free training offered through your local fire department.

To display the Seascape CERT team website, go to [www.seascapecert.org](http://www.seascapecert.org)