

# Mandatory stand-up talk

*Friday, Feb. 14, 2003*

## Emergency Preparedness Plans and Employee Safety

While the recent change of our national threat warning system to a high risk level, to code "orange," has caused many of us to think about security, it makes good sense at all times to be familiar with the plans and procedures we have in place to deal with emergencies within our facility or those that could affect our surrounding community.

As a result, I am asking all of you to not only increase your attention to security of the mail and our facility, but to make sure you know "what to do" in case of an emergency.

Natural disasters -- as well as security alerts -- could require us to either evacuate the building, remain on-site until directed to an alternate assembly area, or remain in the building until we receive word that the threat or emergency has passed.

We have emergency plans and procedures in place.

Our Emergency Action Plan is a vital tool in ensuring the health and safety of all of us here, and I will review that with you in a moment.

But there are a few simple procedures and precautions we all can take.

It makes good sense for all postal employees to:

- Make sure the personal information you have on file with Human Resources is up-to-date. This includes your correct address, telephone number, and persons to be notified in case of emergency.
- Be prepared to remain in the building past your normal working hours if a threat or nearby hazard makes it impossible, or unsafe, to leave the building. These preparations might include:
  - Having on hand an adequate supply of any special or prescription medications you require; and,
  - Keeping a change of clothes in your car, locker room, or office.

- Maintain and carry emergency contact numbers for essential personnel in your unit.
- Call the Postal Police or building security at (provide phone number) to report emergencies.

To check on building accessibility and procedures for reporting to work in case of emergency, call our emergency line at (provide phone number).

As a side note – before we discuss our facility’s Emergency Action Plan – I would encourage all of you to apply some of these same simple precautions and practices at home. If you have young children in school -- or loved ones who need special attention or care -- make sure your emergency contact information is up to date and establish any back-up family transportation plans that might be needed.

Now, if there aren’t any questions, I’d like to spend a few moments reviewing our Emergency Action Plan.

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