



AmTrust North America
An AmTrust Financial Company

Safety Zone

Emergency Evacuation - Grocery

When employees must evacuate a building, especially if the public is involved, it matters little what type of emergency has occurred. Workers must know current evacuation procedures and signals and designated exit routes. Employees should be prepared to help customers out of the store. Do not take time to retrieve personal belongings. Your personal safety and the safety of your customers is the most important element of any emergency evacuation.

Employees should prepare emergency kits known as “go bags” prior to an emergency. Place the go bag in an easy to reach location. The bag should be large enough to contain all necessary items. The kit should hold important tools and possessions. Keep some of these in your go bag at all times. Keep others close by so you can quickly add them to your go bag. The items that should be included should be close by, at all times.

Though this is not a complete list, consider keeping these items close by to place in your go bag.

- Cellphone containing key emergency contacts, your supervisor’s contact information, important computer/phone passwords, and a phone charger
- A wallet and identification
- Cash and coins because credit card machines might not work after a regional emergency
- Car and house keys and workplace keys or cardkey
- Medications (a few days’ worth)
- A few first aid supplies, a flashlight with spare batteries, and a whistle
- Hygiene items
- A blanket and an extra set of clothes, socks, gloves, and comfortable walking shoes
- Water and non-perishable food

Supervisors should ensure the following are up-to-date.

- Emergency escape procedures and emergency escape route assignments
- Workplace floor plans to aid in possible search/rescue efforts
- Disaster plan or the current emergency procedure manual
- Workplace phone roster (including the emergency contact information for all employees)
- Server backup tapes or drives
- To make recovery as smooth as possible after an emergency, always keep data backed up
- A flash drive with vital employee information, inventories, emergency plans and procedures, and insurance and password information
- Basic office supplies
- Laptop, charger, and network cables

If employees know what to do in an emergency, it will save lives. Keep yourself and others safe.

When evacuating the home in an emergency, you may not have time or room to take many items. Prepare a go bag for home emergencies. You may have to rely on another family member to pack needed items not in the go bag, so discuss before an event what each considers critical. Know where those important items are. During an emergency evacuation is no time to begin looking for items.

Some items should stay in the car in case a sudden emergency leaves little time for evacuation. Remember, one's safety and the safety of others is the primary goal of an emergency evacuation plan.

Are You In The Zone?

1. In an emergency evacuation in the workplace, employees should know _____ and _____.
2. What are "go bags"?
3. What some items that should be in an emergency go bag?
4. Where should employees keep go bag items not currently in the go bag?

I have received information on emergency evacuation.

Employee Name: _____ Date: _____

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website:

<https://www.amtrustgroup.com/small-business-insurance/claims/prevention>

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