

Safety: Expect the Unexpected

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KSU Division of Facilities

Secure Your Work Area

Recently, we had a complaint from a professor that when using a JLG the area was not secured to the area. It is very important when working in public access areas to place warning barricades, caution signs, cones or tape signifying danger is present. If we fail to secure the area and access is gained causing someone to be injured, that is our problem. If we secure the area and someone breeches the security measures resulting in injury, that is their problem.



**ALWAYS SECURE
WORK AREAS ON
CAMPUS!**

National Preparedness Month-Are You Ready?

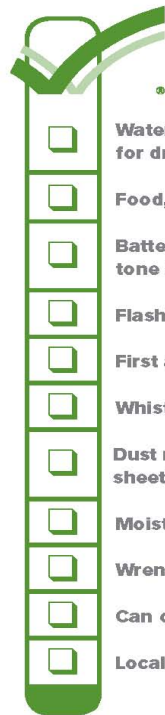
As we honor those who lost their lives in the terrorist attacks of September 11, 2001 we can commemorate their tremendous sacrifice by ensuring that our communities

and families are ready in the event of any emergency situation. To assist you in your plans FEMA has provided a “Basic Emergency Supply Kit” (page 2).

- *Better a thousand times careful than once dead. (Proverb)*

Sometimes, you feel you should proceed with caution but are afraid that someone else will judge your behavior and think badly of you. When it comes to personal safety or the safety of those around us, you can't be too careful. No one has ever literally died of embarrassment, but people have been killed or injured because they didn't want to appear to be too careful in front of others. You only have one life, and it's precious. Never apologize for making choices that are designed to preserve your safety.





Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation**
- Food, at least a three-day supply of non-perishable food**
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**
- Flashlight and extra batteries**
- First aid kit**
- Whistle to signal for help**
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- Moist towelettes, garbage bags and plastic ties for personal sanitation**
- Wrench or pliers to turn off utilities**
- Can opener for food (if kit contains canned food)**
- Local maps**

Through its **Ready Campaign**, the U.S. Department of Homeland Security educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. **Ready** asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



Federal Emergency Management Agency
Washington, DC 20472



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



Ready

Prepare. Plan. Stay Informed.

Emergency Supply List



FEMA

www.ready.gov