

## EMERGENCY PLANNING

Does everyone in your operation know what to do in case of an emergency? Let's make sure.

1. **Tornadoes.** Does everyone know WHERE TO GO if we have a tornado? Where *do* we go? How do we get there? Is there anything in the way right now that might keep us from getting to shelter immediately in case of a severe storm? Do all the office people know where to go? What about the guys out in the south 40? Where do *they* go? How do you know everyone got to shelter? Who makes the head count? Are visitors accounted for? These are all elements of an effective Emergency Action Plan. Anything else we need to be concerned about?
2. **Fire.** Does everyone know where to go in case of fire? Do the folks in the office know where to go? Where's the gathering place? Who does the head count? Any visitors? Do you expect people in your operation to use a fire extinguisher? If so, have you trained them? (HINT: "training" in this case means have they held a fire extinguisher in their hand, pulled the pin, quenched a fire and breathed in that lovely, acrid smell of the discharge of powder? How about the new people? And perhaps most importantly, do your people know when to call 911? Do they know how? That may sound ridiculous, but in an emergency will a person have enough wits about them to dial 9-911 if necessary to get an outside line? Make sure. Do the drill. It's worth it.
3. **Workplace violence.** Do you have a policy for what happens with two workers who get in a fight? Fire the winner? What about if someone shows up at your facility with a gun? Are adequate safeguards in place to protect your people? Do you have alarms? How do you handle cash? More and more recyclers are using ATM's. Tough times have lead to despondent people to take desperate actions.

As the Boy Scouts say, "Be Prepared."

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