



# EMPLOYEE

## Emergency Preparedness

# Know Your Responsibilities

### Before an Emergency

- **Read** the Emergency Communication Plan for Employees – visit [www.broward.org](http://www.broward.org) and click BROWARD COUNTY EMPLOYEES
- **Ask** about your agency's emergency plan
- **Exchange** emergency contact information with your supervisor
- **Create** a plan for you and your family – visit [www.broward.org/hurricane](http://www.broward.org/hurricane)
- **Subscribe** to cell phone and email update services and bookmark Broward's link to report home damage after a hurricane from your computer or smartphone – visit [www.broward.org](http://www.broward.org) and click STAY CONNECTED

### After an Emergency

- **Take steps** to ensure family safety
- **Follow** the emergency plan for employees and your agency
- **Call** Employee Hotline for report to work instructions - 954-831-8589
- **Pay attention** to emergency updates you receive via email, TV and cell phone

Be a year-round "Ambassador" for emergency preparedness to neighbors, friends and family.

 @Ready Broward

Hurricane Season is June 1 - November 30  
Emergency Hotline 3-1-1 or 954-831-4000



Ready. Set. Safe.



# Additional Tips for Being Prepared and Staying Safe

Broward County employees can set an example for their friends and neighbors by being prepared for an emergency year-round. It's especially important for employees with assigned emergency responsibilities to be prepared well in advance – you may be reporting to work while others are going home to prepare.

## Prepare Your Home and Your Family

- Determine if you live in an evacuation zone and if you do, where you will go in the event of an evacuation order. Evacuation zones are east of the Intracoastal (for storms Category 1-2 or higher) and east of Federal Highway (for storms Category 3 or higher). If there is an evacuation order, you are required by law to evacuate.
- Consider shelter options carefully. Your first, best option is to shelter in place or with family or friends outside an evacuation zone. There are also mass care shelters (open to the general public), special medical needs shelters, and even a pet-friendly shelter.
- When preparing for a hurricane, always prepare for one category higher than the predicted storm – if a Category 2 storm is predicted, prepare for a Category 3.
- Use Broward County's checklists, at [www.broward.org/hurricane](http://www.broward.org/hurricane), to stock your hurricane kit with food, water, medical and other supply needs. Don't forget any special preparations for family members who are elderly or have disabilities, pets and large animals (such as horses).
- Use the 8-week Shopping Guide to spread the cost of emergency kit supplies over time. Have enough supplies on hand to be self-sufficient for at least 72 hours.
- Make sure every family member knows your emergency plan – where you'll meet in an emergency, and what your plan is for contacting other family members to let them know you are safe.
- Inventory your home possessions and videotape or photograph items of value. Review your insurance policies to ensure you have adequate coverage.
- Decide where to store or park your vehicle, boat or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
- Make sure you have plenty of prescription medications on hand – an emergency refill law now allows you to obtain a 30-day supply of medications when an emergency is declared.
- As the storm approaches, get cash, fill up every vehicle's gas tank, and secure gas for your generator, if you have one.
- Keep a battery powered digital TV or portable radio handy if the power goes out.

## During The Emergency

- Stay indoors in a secure location, or a designated "safe room." The strongest part of a house is usually away from windows and exterior doors.
- Don't go outside when the calm eye of a hurricane passes over, unless repairs are absolutely essential. The worst part of the storm is yet to come, once the eye passes over you and the winds begin to blow from the opposite direction.
- Use flashlights for lighting if the power goes off. Don't use candles or any type of open flame.
- Know that 9-1-1 will not be able to respond during a storm, if sustained winds are 39 miles an hour or higher.
- Open refrigerator and freezer doors as little as possible, to help save perishable food items.

## After The Emergency

- Don't go outside until local officials have given the "all clear."
- Text your loved ones instead of phoning them. Texting is less of a strain on communications network resources, and often goes through when phone calls won't.
- Treat any downed power lines as if they were live. If you see a power line that is sparking or arcing, call 9-1-1.
- Do not drive unless it is an emergency. Streets may be flooded with hidden dangers. If the power is out, traffic lights will not be working. Stop signs and street signs may be down.
- Do not drink water from the faucet unless it has been declared safe. Take recommended precautions if your home is under a boil water alert.
- Observe curfews – only personnel involved in official recovery efforts are exempt.
- Be especially cautious when using generators and chainsaws. These items are especially helpful in a clean-up and recovery effort, but can be deadly if used improperly.

A SERVICE OF THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS

This public document was promulgated at a cost of \$725.00, or \$0.119 per copy, to inform employees of their responsibilities in the event of an emergency.  
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