

Emergency Preparedness Workshop

Instructions for Use

Overview

- **A Template** – The Emergency Preparedness Workshop manual is a template where Market Center leadership can include the emergency preparedness information specific to their Market Center. The second half of the manual contains information associates can use when preparing their own emergency plans for themselves and their families. The Action Plan at the end of the manual provides a place for associates to assign key activities and timelines for creating their plans.
- **Delivery – 2 hours.** Market Center leadership should be able to present the Market Center’s emergency plan and instruct associates how to create their own during a two-hour class.
- **Associates Use the Action Plan** – Market Center leadership can emphasize how important it is for each associate to use the action plan table at the end of the manual for creating their own, personal emergency plan.

Key Activities

1. **Update Table of Contents** – [Page V] Once each Market Center has included their specific emergency preparedness content, it will be necessary to update the Table of Contents by clicking in it and pressing the F9 key on computer keyboard.
2. **Specific Threat Resources** – [Page 7] Both Market Center leadership and associates can visit the website Ready.gov to learn which actions to take to prepare and respond to specific threats.
3. **Market Center Evacuation Plan** – [Page 11] If the Market Center does not already have an evacuation plan, they can work with their local Fire Marshall and their building’s property management to find out the buildings evacuation route.
Market Center leadership can also visit <https://www.ready.gov/evacuating-yourself-and-your-family> for more resources

4. **Market Center Shelter Plan** – [Page 13] If they have not already developed a shelter plan, Market Centers can visit <https://www.ready.gov/shelter> to find information about taking shelter during an event. There are also resources for locating local shelters.
5. **Market Center Communications Plan** – [Page 15] The Preparation chapter of the Market Center Emergency Management Workshop provides examples of communication channels the Market Center can establish for communicating with their associates.
The website <https://www.ready.gov/make-a-plan> also provides communication plan information Market Centers can share with their associates.
6. **Associate Emergency Preparedness** – [Page 17] This chapter provides associates with evacuation, shelter, and communications plan information for establishing their own plans for themselves and their families. This chapter also provides a list of contents associates can use to assemble an emergency kit.
Urge associates to **visit ready.gov** to access live links to the documents mentioned in the information.
7. **Action Plan** – [Page 35] Emphasize how important it is for each associate to use the Action Plan to create their own emergency preparedness plan in addition to the Market Center’s emergency plan.