



## Prepare Your Organization to Prosper! 9 Small Steps that Reap HUGE Rewards

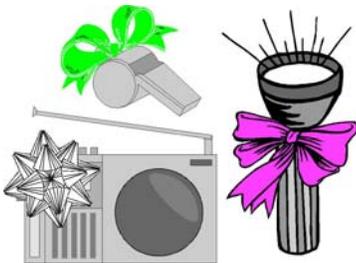
*Often it takes just a tiny bit of effort to save millions of dollars, protect lives and keep your organization open and strong in the face of crisis. Here are nine ways to get started:*

**Start with something FAST, FUN and EASY!** At CARD we believe the inside bathroom stall door should be your PRIMARY emergency training location (hey, we know you'll read whatever's there!). Download our Preparedness Potty Posters and put them up in your restrooms or other places with a captive audience.



**Make Safety and Preparedness VISIBLE!** The old saying "out of sight, out of mind" is true. Post preparedness signage showing emergency exits, locations of first aid kits and fire extinguishers. Strap heavy items to studs in the wall. Keep flashlights in view. Use glow-in-the-dark or reflective tape to make evacuations easier.

**Use Technology!** Have an "EMERGENCIES" link on everyone's desktop, for quick review of your plans and procedures. An EMERGENCIES page on your website can help clients by letting them know your status/availability after a disaster. Give computer jump-drives to key employees with passcode protected information, so they can be in action from any location in an emergency.



**Give Away Safety and Preparedness!** Put your name or logo on whistles, flashlights, computer jump drives, glow sticks, emergency water pouches, and other useful safety giveaways. You'll get your name out, you'll be supporting preparedness, people will keep your items AND you may be a hero in ways you can't imagine. Valuable preparedness items like radios, disaster kits or computer jump drives make great holiday, thank-you, or personal gifts. You can provide these important items yourself, or be the channel for your funders to be recognized for their support.

**Build Team Spirit!** Have your agency take on a community safety project, such as improving the safety at a daycare center where one of your employees has children, for your own office, or for a nonprofit partner. You'll have a great time, your team will learn new skills that they can also apply in their own homes, you'll bond as a team AND your community will be safer and more prepared as a result.



CARD (Collaborating Agencies Responding to Disasters)  
(510) 451-3140 | [www.FirstVictims.org](http://www.FirstVictims.org) | [info@firstvictims.org](mailto:info@firstvictims.org)

**CARD is a 501(c)3 nonprofit organization. To make a financial or in-kind donation, call (510) 451-3140**

## **Prepare to Prosper: 9 Small Steps That Reap HUGE Rewards**

**Speak Preparedness!** Start EVERY group event, meeting or other gathering with a short safety reminder. Some suggestions:

- Point out the emergency exits.
- Remind everyone to Drop, Cover and Hold in an earthquake.
- Tell them where you will all meet if you have to evacuate.
- Tell everyone where the nearest fire extinguisher, first aid kit and tool kit are located.



**Share Safety and Preparedness Information.** If you have a printed or e-newsletter, dedicate a section to preparedness - free content is available on CARD's website. You can also share this content via email, voicemail, website, inserts or any other way you communicate. People will hear the message differently when it comes from you.

**Sponsor Employee Preparedness:** Hold a "photocopy day" when employees can copy paperwork such as insurance documents, prescriptions, and emergency contact lists. Or arrange for bulk purchase of disaster supplies - so everyone saves money and they get prepared!



**Be Creative!** Encourage employees to be creative in how they prepare themselves, their families and your organization. Reward good ideas and completed actions with fun stuff – "Free Passes" to skip a meeting, dress casually, take time off, take the best parking spot, receive 5 minutes of thanks and appreciation from the boss and staff – the sky's the limit!

Call CARD if you'd like more fast, fun and easy preparedness solutions. Our website contains free resources and information to help you spread safety and preparedness across your community. The UC Berkeley Center for Infectious Disease Preparedness hosts online CARD trainings about how to prepare the most vulnerable.

– [www.FirstVictims.org](http://www.FirstVictims.org) –  
– [www.idready.org/webcast](http://www.idready.org/webcast) –