

Suggestions For Workplace Preparedness

Newmark Knight Frank believes that employees and tenants who have prepared for emergencies at home will be better able to respond to emergencies at the workplace. Knowing how to prepare for, and respond to, an emergency by devising a family safety and contact plan will contribute greatly to your family's safety and peace of mind. To this end, Newmark Knight Frank suggests the following resources to help you prepare for emergencies at home.

- New York City's Office of Emergency Management has produced a Ready New York guide in over 10 languages. Go to www.nyc.gov/oem to download a copy.
- The Federal Emergency Management Agency's web site is www.fema.gov/areyouready/. This guide is long but thorough. It is informative regarding all potential hazards.

What if You Cannot Get Home During an Emergency?

Newmark Knight Frank has developed this handout, by assembling information contained in publicly available materials, for its employees and tenants to help them better prepare for emergencies at work.

Prepare Prior to an Emergency

1. The general rule in an emergency is to be prepared should you not be able to return home for a three-day period. The following are some suggested items to keep in your desk or workspace in case you need to evacuate quickly and going home is not an option, or you need to shelter-in-place at your workplace. Put these items in an easy to carry bag:

- Bottled water
- Roll of toilet paper
- 3-day supply of prescription medications
- Long sleeve shirt to be used for warmth, as a bandage or to cover your mouth to filter air
- Sanitary products (for women and for first aid)
- Hand sanitizer or astringent
- A pair of disposable rubber gloves
- Granola bars, dried fruit, bag of nuts or any other snack food that will not spoil and for which no preparation or utensils are necessary
- A crossword puzzle book or other mind-occupying game; this can double as a notepad upon which to write emergency instructions from authorities
- Flashlight and extra batteries (replace periodically)
- A pen and a sharpened pencil
- Identification, even if it is just a picture with your

name and contact information on the back

- List of contact phone numbers
- A few quarters for use in a payphone
- Disposable camera

2. Know where the two closest non-elevator exits are located to your desk or workspace. Practice getting to these exits with your eyes closed, simulating a power outage. You may feel silly while practicing, but you will also feel prepared.
3. Find out where your first aid kit is in your office. If there are none in your office, encourage your management to obtain one.
4. Know where the fire extinguishers are located. You are not expected to be a firefighter but knowing the locations of the extinguishers will help you to act quickly.
5. Confirm that someone in your office has your contact information.
6. Do not store your only copy of important documents, such as your will and financial papers, in your office.

Preparing for Sheltering-in-Place

If a situation arises where you are asked not to leave your workplace because of an airborne contaminant, it is best to have prepared in advance:

1. Choose a room with the fewest windows and doors in which to shelter.
2. Have material to seal any doors and windows.
3. Make sure the room is equipped with a radio, TV or reliable Internet connection so you can keep informed.

During an Emergency

1. Follow all instructions given to you by the building or the authorities.
2. If asked to evacuate or shelter-in-place, take your purse/wallet, coat, communication device and your bag of supplies. That's it.
3. If/when you have the opportunity, record a greeting on your cell phone voicemail, work phone voicemail (remotely if necessary) and home phone voicemail of your status. If and when loved ones attempt to contact you and cannot reach you, they will be informed by your greeting.
4. Use your head; it is your greatest asset and will not let you down if you have prepared in advance.

If you have any questions about this material, please contact your office manager. This flyer and additional information about workplace safety can be found at www.newmarkpm.net.



www.newmarkkf.com

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