



North Coast Schools' Insurance Group

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SERVING DEL NORTE COUNTY AND HUMBOLDT COUNTY SCHOOLS

Mentally Preparing for Emergencies

If you've ever been the first one on the scene at an automobile accident or have been a witness to an on-the-job injury, then you know how important your reaction is in the moment.

So often when faced with an emergency situation we forget some of the basics due to the anxiety that is present. Emergencies can be stressful and your desire to help in a hurry mysteriously "fogs" your brain of the basics. That's why it is so important to know some of the basics of emergency response and to review the essential procedures from time to time.

Situational awareness is a huge proponent of being prepared for emergency situations. Here is a review of a few of the fundamentals to keep in mind while in the work environment:

- Where is the nearest phone to call emergency services?
 - What is the address of your location?
 - Could you give detailed directions of your building location if panicked?
- What number do you call for emergency services?
- Where is the nearest fire extinguisher?
- From right where you are, where is the nearest exit?
- Do you know the designated meeting area if you were to have to evacuate?
- Where is the nearest first aid kit?
- Who knows how to perform CPR?
- What are the signs of a stroke?
- What are the signs of a heart attack?
- If the power were to suddenly go off, what should you do?
- If severe weather was to suddenly approach, what should you do?



While we may not be trained first responders, we can certainly help and may be called upon to do so if a coworker experiences a medical emergency. The same set of questions can apply to other locations, such as if you were at home with family, or at a public place/event.

Whether you work in a small office, or are part of a larger team, it is important to regularly discuss emergency procedures and best practices with your peers to ensure everyone is on the same page when it comes to safety.