

Get It Together

MAKE YOUR DISASTER PLAN

LATITUDE
EMPLOYEE
ASSISTANCE
PROGRAM
MARCH 2015



The key to surviving a disaster is to be prepared. Whether your community is prone to hurricanes, vulnerable to wildfires, or waiting for the next big earthquake, having a plan in place can make all the difference for you and your family. Your Latitude Employee Assistance Program (LEAP) can help with resources and information on creating your disaster plan.

Available anytime, any day, LEAP is a free, confidential program to help you balance your work, family, and personal life

WEBINAR

Practical Strategies to Stay Safe

Mar 17th —11 am, 1 pm CST

Learn strategies to keep you and your family safe in case of natural disasters, terrorist attacks, or other emergencies.

TOLL-FREE: **800-713-6288**

WEBSITE: **www.apshelpink.com**

COMPANY CODE: **southdakota**

Note: When registering for this event, enter APS as your EAP on the registration form.

Latitude
Employee Assistance Program



Latitude Employee Assistance Program

Emergency Preparedness

Do you know what to do in a community emergency, like extreme weather or a natural disaster? Do you have a transportation plan? Or an emergency kit that covers your health needs?

Preparation can reduce the physical impact and emotional trauma associated with emergencies. To find out how you can prepare for unexpected hazards, consider the following:

What You Can Do

Be informed. Contact local emergency authorities to find out more about the types of disasters common to your area, which could include:

- Natural Disasters
- Technological & Accidental Hazards
- Terrorist Hazards
- Pandemics
- Home Fires

In addition, find out how you will receive local emergency alerts, evacuation and shelter plans, and emergency contacts.

Make a plan. Make a plan for both home emergencies and community-wide disasters. For example, choose places for your family to meet in case you become separated—one immediately outside the home for home emergencies, and another outside your community if you are evacuated. Determine which route you will take to get to your evacuation location, along with alternative routes in case roads are closed. Keep a list of key phone numbers and road maps easily accessible. Find out which motels/hotels accept pets along your evacuation route well in advance, and make sure your pet's identification tags and vaccination records are up to date.

Build a Kit. The following are recommended for a basic emergency supply kit :

- Water (plan for one gallon per person, per day)
- Non-perishable food (at least a 3-day supply)
- Flashlight
- Battery-powered or hand-crank radio

- Extra batteries
- First Aid Kit
- Tools (wrench, pliers, manual can opener)
- Moist towelettes
- Filter mask or cotton t-shirt to filter air
- Garbage bags and ties for personal sanitation
- Plastic sheeting and duct tape for sealing doors/windows
- Copies of personal documents
- Whistle
- Family and emergency contact information
- Extra cash
- Wrench or pliers to turn off utilities
- Manual can opener
- Local maps
- Cell phone with chargers, inverter or solar charger

Keep in mind, you may need to supplement the items listed above with additional items specific to the types of disasters in your area, along with consideration of your family's needs, such as baby items, pet supplies, specific medical equipment, or entertainment items. Also, consider getting online access to your bank account, as well as storing electronic copies of important personal, legal or financial documents.

For more information about preparing for emergencies, visit www.ready.gov, or call the toll free number listed below.



www.apsheplink.com



1-800-713-6288



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