has proven that women are capable of performing all emergency duties

Because wholehearted cooperation of the entire plant personnel is necessary to the successful operation of an emergency plan, shop stewards or other representatives of labor should take part in the planning They must be made to see that whatever measures are taken are for the protection of the lives and jobs of the workers as much as for saving the property of the owners

Training of key people will be of little value unless it reaches down to all employees Much of this general training for self-protection can be done with existing literature which can be given to the employee The better informed and prepared the work force, the less chance of panic and confusion during the emergency

An additional duty of the program director is to provide information and materials to the employees to prepare them to be self-sufficient, and assist in making survival plans for their homes

Printed plan

For emergency action planning to be fully effective, the plan should be available in printed form to those responsible for its execution This printed plan should include the company policy statement regarding civil defense plans, a description of warning and communication procedures, the nature and responsibility of each of the company service departments, drawings showing floor plans, shelter locations, and a list of available emergency equipment The plan should be reviewed and updated periodically Copies should be retained in the safety department office, and in other strategic locations Some companies include a copy of the procedural checklist portion of the plan on their emergency trucks

Detailed instructions can be given to key persons, and it is also desirable to issue individual instruction notices to each employee or occupant outlining details of exit duties All new employees should be properly instructed about exit regulations and assigned to the appointed floor captain and monitor

Corporate planning

After a disaster, particularly a nuclear attack, a company may find that some or all of its management team is incapacitated, a major part of the staff not available, office facilities damaged, corporate records destroyed, and operating funds non-existing These are essential elements to any business Advance planning is necessary if they are to be available to the company after such a disaster

One significant place to start is the corporate bylaws They must be tailored for an emergency That is, most bylaws specifically spell out the duties and functions of the company's board of directors, these limitations may make it legally impossible for a company to conduct any business if several of the directors are incapacitated Emergency succession to key management positions may also require bylaw changes

An important consideration is filling any suddenly vacated top management position Who will assume the leadership? make decisions? authorize the spending of money? A chart showing emergency executive succession will help solve this problem There should be at least two alternates for each position Everyone should clearly understand that this is not a promotion list or even an indication of an individual's importance in the organization For example, in multiplant companies it would be natural to include people from each plant to get as much dispersal as possible, and these persons may not be the logical successors The executive vice president who spends most of his time on the road might not be the emergency successor for the president because he would not be available at the location needed On the other hand, if both the president and vice president are located in the same office and exposed to the same hazard, a plant manager in another city might be designated as the emergency president As a necessity, people so designated will have to be kept informed about the developments in the positions they are expected to fill

A disaster might prevent a company from using its business offices or make it impossible for employees to get to the office, therefore every company should consider setting up alternate headquarters In a multiplant company, it might be a plant or facility in another city Some large companies have established combined emergency headquarters and record centers that are located out-