

## **SAFETY**

### **Emergency Preparedness: Make a Plan**

At the most basic level, being prepared means having a workable plan and access to the resources necessary to make that plan work. Planning can greatly reduce the fear, anxiety and loss that accompany a disaster. It does not take long to develop a personal emergency plan: make time to develop a plan with your family and to review and update the plan as needed.

Your family may not be together when disaster strikes so it is important to have a communication plan. The plan should include:

1. A list of all members of your family with social security numbers and critical medical information
2. List phone numbers for all members of the family
  - including cell phones
  - work phone numbers
  - daycare
  - schools
  - other places you and your family frequent
3. Define a place outside of your home to meet
4. Consider alternative routes and modes of transportation
5. Establish a local contact (neighbor, friend, extended family member)
6. Establish an out-of-area contact that can be used for reports and relaying information
7. Listings of local emergency numbers
  - Police, fire and ambulance, dial 911
8. List non-emergency police and fire station numbers and the number for your local emergency office
9. The call letters for your local radio and television stations and a website for local emergency information
10. The needs of household members and neighbors with special requirements or situations: wheelchairs, walking aids, special diets, medication
11. Children and pets may require special arrangements and equipment

Another element of your plan should define immediate responsive actions you need to take:

1. Have flashlights, batteries, and emergency radios available.
2. Know the location of utility shutoffs and keep needed tools nearby.
3. Know how to turn off the gas, water, and electricity to your home.
4. Get training from your local fire department in how to properly use a fire extinguisher, and have extinguishers available throughout your home. Take a first aid/CPR class and learn who in your neighborhood has first aid training.

Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay where you are or evacuate. You should understand and plan for both possibilities. Use common sense and available information to determine if there is an immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for information or official instruction as it becomes available.

It is also important to have a secure, waterproof packet containing information that you may need in the aftermath of a disaster. It should contain:

1. Copies of essential documents, such as drivers licenses, passports, social security cards, medical information, insurance policies, and financial records.
2. Include a household inventory of your belongings.
3. Consider what information you will need ready access to as you and your family recover from an emergency

A critical element of your emergency preparedness plan is to have a kit with necessary supplies such as food and water. Depending on the severity of the disaster and your location, you may need supplies for a period of three days up to three weeks. Assembling your kit will be the topic of next month's article. In the interim, start work on your emergency plan. Failing to plan is planning to fail.

## New Controls Department

This past June, a new Controls Group was established here at UMC based on the feedback we received from our clients that they wanted us to provide this service.

We are prepared to construction support on all projects and we are also prepared to provide control installation to Energy Services, Special Projects, Industrial and any stand-alone controls installations.

Now that we have a Controls Group, how do we get construction support, engineering support, estimates, budgets, and or proposals? Or, how can we help grow the Controls Group? Please contact us at [controls@umci.com](mailto:controls@umci.com), call or e-mail Richard Farmer [rfarmer@umci.com](mailto:rfarmer@umci.com) or Bryan Eppler [beppler@umci.com](mailto:beppler@umci.com).

Currently, we have an open position for a Hardware Engineer or Controls Specialist. If you or someone you know may be interested, please contact David Babington [dbabington@umci.com](mailto:dbabington@umci.com). Also, look for our website ([www.umci.com](http://www.umci.com)) to have an update in the near future that adds a Controls Group tab. The website will have links to our partners, sample projects, capabilities, and process flow chart.

## 2011 Events Calendar

### OCTOBER

#### Trick or Treat Party

Thursday, 10/27  
3:00pm-5:00pm  
UMC

### DECEMBER

#### Santa Party

Thursday, 12/8  
5:00pm-7:00pm  
UMC

### JANUARY, 2011

#### Holiday Party

Saturday, 1/14  
6:00pm-Midnight  
Lynnwood Convention Center

## Anniversaries

### 5 Years:

Ryan Lynn (Oct)  
Leigh Smith (Oct)  
Brian Burton (Oct)

## Birthdays

### October

1 Bryan Eppler  
1 Marj Schmidt  
2 Ted Granston  
7 Mark Shipley  
9 Leo Cleek  
15 Brian Burton  
19 Renee Leon  
21 Jenni Gregg  
21 Parris Talbert  
28 Jeff Buck  
28 Pat Stephens  
31 Keegan Hollister

### November

1 Marc Dodd  
2 Dennis Charles  
4 Jim Carlson  
7 Andrea Szalda  
7 Michael Crook  
9 Steve Brooks  
10 Peter Boileau  
11 Sonja Cotterell  
12 Randy Adams  
13 Randy Bailey  
13 Nancy McConnell  
15 Rick Davison  
15 Greg Ferguson  
22 Brigid Beavin  
29 Bill Laughlin  
30 Nels Keith

