Be Prepared!

September Is National Preparedness Month

To help workplaces prepare for emergencies, such as natural disasters or terrorist events, the Department of Homeland Security (DHS—www.dhs.gov) has set up www.ready.gov/business. What can YOU do to be prepared?

➢ Know the risks. What kind of natural disasters happen in your area? What businesses or buildings in your area (your workplace included) may be terrorist targets, such as government buildings, military bases, transportation centers, or large utility companies?

➢ Know workplace procedures. Learn the emergency plan and your role in it (see sidebar), including location of first-aid and emergency supply kits, fire alarm pulls and extinguishers, essential shut-down procedures, when to leave and when to shelter-in-place, exit routes, and other items for your workplace.

➢ Know how to communicate. Learn where and to whom to report when you exit your workplace. Know where to get emergency information from your workplace and/or public safety announcements regarding when it’s safe to return to work or to leave your building.

You also need to be prepared at home. According to www.ready.gov, here’s what every citizen should have in their home emergency kit:

✓ Water—1 gallon of water per person per day for at least 3 days, for drinking and sanitation

✓ Food—at least a 3-day supply of nonperishable food

✓ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both

✓ Flashlight and extra batteries

✓ First-aid kit—see website for items to include

✓ Whistle to signal for help

✓ Dust mask—to help filter contaminated air, and plastic sheeting and duct tape to shelter-in-place

✓ Moist towelettes, garbage bags, and plastic ties for personal sanitation

✓ Wrench or pliers to turn off utilities

✓ Can opener for food if kit contains canned food

✓ Local maps

Check the website for further items you may include, such as prescription medications; family documents like insurance policies; cash and travelers’ checks; and fire extinguishers and emergency reference material.
Live Well, Live Long

Take care of mental and emotional health

According to the National Center for Health Statistics (NCHS):
- In 1900, the average life expectancy at birth in the United States was 47.3.
- In 1950, the average life expectancy was 68.2.
- In 2004, it was 77.9.

In fact, research shows if you live a healthy lifestyle, you could well surpass the normal life expectancy—and you’ll be in good shape to enjoy your longer retirement without the chronic diseases that can come with aging.

Check out the online life expectancy calculators developed by Dr. Thomas Perls. Visit http://www.livingto100.com to find your estimated life expectancy as well as personalized recommendations for increasing it. Here’s how to take care of your mental and emotional health:

1. Be a lifelong learner. Continue to learn—whether it’s new technology (Internet, cell phones), new hobbies (gardening, woodworking, yoga), or new cultures (travel, neighbors).
2. Be involved. Make and keep social connections through volunteering (www.seniorcorps.gov), religious groups, senior centers, or community classes.
3. Be hopeful. Demonstrate a positive, can-do attitude in all circumstances. Don’t worry; look for solutions, and take action.

Ethics Quiz

Test your knowledge of workplace ethics

Circle T for True or F for False.
1. Business ethics is a set of rules by which to judge decisions and actions in the workplace. T F
2. Business ethics is important only because it is required by law. T F
3. The company’s ethics policy gives guidelines for employee conduct. T F
4. If you’re losing sleep over a decision you made and the decision makes you feel uncomfortable, you might have an ethical problem. T F
5. A quick way to check if a course of action is unethical is to imagine that it is:
   a. Reported in the newspaper
   b. Possible to keep secret
   c. Something that would make your family proud of you
6. When making decisions with ethical issues, consider options carefully. T F
7. When dealing with ethical issues, be entirely rational with no emotion. T F

ANSWERS

They may be more revealing than your logical thoughts. Your feelings are telling you something’s wrong. Pay attention to gut reactions. Your emotions can help you avoid mistakes.

Employers: Ask employees about ethical issues and decision making is good for business. The well-being of employees is as important as the bottom line. While employees are expected to do their jobs well, they are also expected to do the right thing. They must feel comfortable that their ethical behavior is also required by policy and by good business sense.