**Is your workspace safe?**

**Things to Do:**

- Read and understand your company’s Emergency Plan and Procedures. Know what your role is during a disaster.
- Have all family members/loved ones carry an out-of-area contact card.
- Have an under-the-desk emergency kit and portable, battery-operated radio with batteries.
- Secure your PC, monitor, printer, fax machine, and other computer-related equipment to prevent them from being damaged.