

# AHA Workers' Compensation Self-Insured Trust

## Disaster preparedness

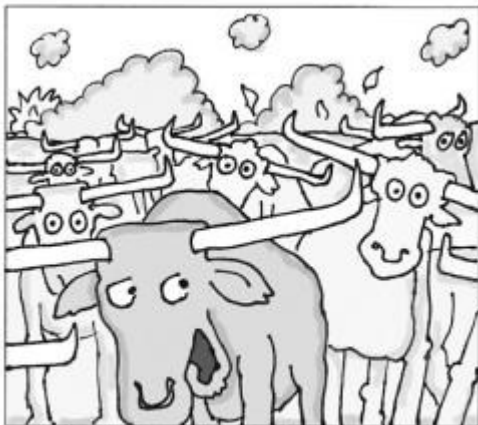
### *Follow special procedures for natural disasters*

Special procedures for natural disasters are included in the disaster planning for employees program. These procedures are in place to help protect you in the event of natural disasters such as tornadoes, hurricanes, floods, and earthquakes. By knowing what to do in the event of an emergency, you can help protect yourself and others.

Because some natural disasters can be predicted and others cannot, emergency response will be different. Keep an eye on news reports and follow the recommendations of authorities.

If a disaster strikes while you are at work, depending on the circumstances, you may be told to:

- **Leave for home promptly.** This should be performed in an orderly, calm manner.
- **Stay at work** until existing dangerous conditions subside and it is safe to travel. This option is also known as shelter-in-place. Procedures for shelter-in-place can include:
  - Closing the business
  - Asking customers, clients or visitors to stay for their own safety
  - Having everyone in your building contact family members
  - Turning on phone answering systems to indicate to callers that you are closed and are remaining indoors until authorities clear you to leave.
  - Quickly locking doors, windows and air vents, and turning off fans and HVAC.



"What? A brush fire? Okay, everyone... stampede in an orderly manner."

- If there is danger of explosion closing window blinds or curtains
- Gathering non-perishable foods, first aid supplies, bottled water and other disaster preparedness items
- Having everyone gather in an interior room, above the ground floor with few or no windows or vents.
- **Go to a secure area**, such as designated shelters or areas of refuge.

Learn your organization's general guidelines for different types of natural disasters.

## AHAWCSIT

### news & notes

#### BE PREPARED

If an emergency arises, you may not have time to acquaint yourself with the proper emergency response information. Take the time to do that now!

**Workplace disasters can strike any time** and with very little warning. For this reason, you must be prepared, in advance, to take the proper actions.

**Emergency response planning can save lives**, reduce the number of injuries, and prevent loss of property. By following the disaster planning program you can help to protect yourself and others from injury or death. You can also help to prevent or minimize damage to the facility or equipment.

**You need to know how to protect your home and family** during natural disasters. Natural disasters occur all across the nation. In addition to knowing what to do at the workplace, ensure that you have a family disaster plan in place as well. Some natural disasters, such as severe tornadoes, can knock out power supplies, water delivery, and food stocks. Be prepared by having your own disaster emergency supplies on hand at home.

## AHA Workers' Compensation

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BancorpSouth Insurance Services, Inc. [www.bxsi.com](http://www.bxsi.com)

In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control.

## Habit forming *Make safety a full-time habit*

Good safety practices help protect you and your coworkers from injury or illness on the job. Because of that, we take safety very seriously here—and that means that you should consider working safely an important part of your job responsibilities.

- **Know the hazards** of your job.
- **Always follow safety rules** and procedures.
- **Use all personal protective equipment (PPE)** that's assigned to you—every time, all the time.
- **Pay attention to safety training** and apply what you learn on the job.
- **Keep on the lookout for hazards** and keep asking yourself what could go wrong while you work.
- **Eliminate or report any hazards** you see right away.
- **Pay attention to warning signs** and do what they tell you.
- **Be aware when you might be exposed to hazardous chemicals** and take appropriate steps to protect yourself.
- **Read labels**, warnings, safety data sheets (SDSs), and other safety information before you start a job.



- **Practice good housekeeping** at all times.
- **Report any injury**, illness, accident, or near-miss to your supervisor immediately.

And remember when it comes to safety, there's no such thing as a dumb question. If you're not sure about a potential hazard or how to do your job safely, ask your supervisor. Don't perform a task unless you know how to perform it safely!

## AHAWCSIT



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