

EMERGENCY PREPAREDNESS AND RESPONSE GUIDE

PREPARE • RESPOND • RECOVER





The regular occurrence of natural and man-made disasters highlights the need for being prepared for a wide range of emergency scenarios. When faced with an emergency situation you may not have time to search for the supplies you need or shop for them. Your organization can be much better prepared by planning ahead, putting emergency procedures in place and identifying potential needs BEFORE disaster strikes.

Table of Contents

Helping Businesses Survive Emergencies1

Serving All Levels of Preparedness2

How Grainger Can Help3

How Grainger is Prepared4

Before, During and After the Emergency5

Special Orders and Purchasing Contracts6

Key Suppliers7

Hurricanes8

Floods9

Winter Storms10

Heat Stress11

Wildfires12

Earthquakes13

Mosquito-Borne Diseases14

Communicable Diseases15

Power Outages16

Fire Prevention17

Hazardous Materials18

Active Shooter Emergencies19

General Emergency Checklist20

Serving Our Communities21

The immediate repercussions of a disaster can be devastating. Unfortunately, many businesses also suffer the long-term impact that an emergency can cause. The financial consequences of extended downtime, the loss of customer confidence and the potential penalties of overlooked regulatory compliance can bring an end to even the most thriving business.

This is why preparing for, responding to and recovering from disruptions to a business is so vital. This guide can help outline emergency preparedness solutions tailored, not only a specific emergency, but to a businesses' unique needs. Inside you'll find information and products applicable to specific hazards such as hurricanes, floods, earthquakes, power outages and more.

Emergency Preparedness Conversation Starters

- What plans do you have in place for man-made or natural disasters?
- Are you facing any regulatory issues related to disaster preparedness?
- Do you buy emergency preparedness supplies and equipment from one supplier or from multiple sources?
- What items do you currently inventory specifically for emergency situations?
- Who in your organization makes product selection decisions and how might they evaluate suppliers?
- Are you open to recommendations from Grainger if they could potentially help guard against potential downtime and help fulfill regulatory compliance?
- What emergency threats are of greatest concern to your organization?
- How does your organization conduct training and/or exercises for your emergency plans and procedures?

Serving All Levels of Preparedness

Grainger provides you with a single, comprehensive source for your emergency preparedness and response needs. We have the supplies and equipment to develop both basic and advanced emergency response capabilities. From private sector businesses to public sector first responders and receivers, we provide all levels of essential solutions that help build resilient communities.

Basic Capabilities

- Water & Hydration
- Emergency Food
- Hygiene Management
- Personal Protective Equipment
- Evacuation & Egress
- Emergency Preparedness Kits
- First Aid
- Storage & Organization

- Power Restoration & Distribution
- Heating & Cooling
- Emergency Lighting
- Tools & Test Instruments
- Cleaning & Infection Control
- Hazmat Storage & Spill Response
- Facility Safety & Security
- Business Continuity

Advanced Capabilities

- Communications
- Material Handling & Portability
- Decontamination
- Fatality Management
- Disaster Response
- Debris Removal
- Flood Response
- Wildland Fire
- Water Rescue
- Shelter Operations
- Medical Gases
- Surge Supplies
- Temp. Assurance & Cold Chain

- Vaccination Operations
- Traffic Management
- Badging & Identification
- CBRNE Detection
- Incident Management
- Aggressor Prevention Solutions
- Public Safety Gear & Equipment
- Reference Materials
- Training Manikins
- Training Kits
- Isolation & Quarantine
- Patient Transport
- Medical Supplies

Nationwide Logistics Network:

One of Grainger's key strengths is our expansive logistics network. Grainger maintains a large network of local branches—each carrying an average inventory value of approximately one million dollars. Our local branches are supported by a state of the art, integrated distribution network which includes distribution centers and master branches across the U.S. Our systems allow us to know exactly where products are at in the network enabling us to get you the right product, in the right place, at the right time—every time.

24/7 After-Hours Emergency Service:

Have an emergency need outside of normal business hours? Call us at 1-800-CALL-WWG anytime. We'll locate what you need within our distribution network and open a branch, nights or weekends if necessary, to get what you need (a \$50 service fee may be applied). Our customer service call centers and branch locations are available to support you 24-hours a day, seven days a week.

Extended Hours:

Grainger branches operate on extended hours (sometimes 24 hours depending on imposed curfews) to serve customers. In the case of large-scale disasters, our branches remain open for the duration of the event.

Emergency Support Teams/Personnel:

In emergencies, Grainger mobilizes internal and external resources to assist impacted areas. We deploy expert teams to provide aid where needed and bring in additional personnel to take orders, assist customers at the counter and load trucks. Our Call Centers are able to accept phone orders 24-hours a day.

Essential Product Availability:

Every year Grainger plans months ahead of seasonal hazards such as hurricanes and floods to ensure that critical supplies are available if needed. When disaster strikes, we quickly reposition critical supplies within our distribution network to distribution centers and branches closest to affected areas to support relief efforts. Contingency plans with our supplier partners enables us to provide additional equipment quickly.

Unique Relationships with Local, Regional and National Authorities:

FEMA, the Department of Homeland Security, the New York Port Authority and many other local, regional and national entities have indicated that Grainger has been placed on a select list of key First Responders. Grainger trucks were escorted through the Holland Tunnel by the New York Port Authority during the first hours of response to the 9/11 tragedy. During major hurricanes and floods, Grainger helps supply governmental entities with pumps, generators, sandbags, etc., as well as supplying businesses affected by an emergency.

How Grainger is Prepared

For most businesses it's not a matter of if an emergency will occur but when an emergency will impact their operations. We're standing by to help when the time comes.

Grainger has a large network of distribution centers and branches in the U.S. If a disaster hits one of them, we can deliver products from an alternate source within the system.

Grainger has positioned generators throughout the supply chain network for rapid deployment to branches that need power due to a disaster. This helps ensure we will be up and running when our customers need us.

Grainger has developed a Rapid Deployment Kit, enabling a branch that has been affected by a disaster to quickly resume network communications with corporate business systems. In many cases, Grainger is the only company that is functioning with "business as usual" capabilities in an impacted area.

Grainger has a proven data backup and recovery strategy that allows us to assure each customer that the data we have entered regarding their transaction will not be lost just because the area is hit by a disaster. Our **Enterprise Systems Continuity Plan** provides a tried and tested IT network. We built in redundancy for continued operations during and after events. Easy access to inventory across the network assures uninterrupted service to our customers.

Our **Crisis Management Team** ensures the safety of Grainger employees and facilities. They test our properties, people and systems to determine readiness prior to events. Post event, this team assesses potential damage to Grainger facilities, conducts inventory assessments within the affected market(s) and assures the operational integrity of our facilities.

Our **Product Prioritization** plan is designed to serve the health and safety of the public first and foremost. In severe emergencies, we prioritize products for First Responders and First Receivers to effectively serve those "who do the greatest good" for our communities. This also includes private sector companies who play a vital role in restoring critical infrastructure such as roads, bridges and utilities.

Before, During and After the Emergency

Preparing for, responding to and recovering from disruptions to your business or operations is a big job. Here are just a few of the ways Grainger can help make a difference within each stage of your emergency planning process:

PREPARE	RESPOND	RECOVER
Participation in YOUR emergency planning meetings	24/7 Emergency Support 1-800-CALL-WWG	Full line of recovery focused solutions including:
Providing you with one-stop shopping for your preparedness, response and recovery needs	On-site support in your Emergency Operations Center (EOC)	Power Restoration
Through our many pre-negotiated, competitively awarded contracts	Product prioritization for first responders, first receivers and mission-critical private sector entities.	Dewatering
Millions of dollars of local and regional inventory to get you what you need fast	Extended branch hours in affected areas	Temporary Lighting
World-class distribution, customer service and order fulfillment	Online ordering and product availability information	Debris Removal
Same-day shipping*	Quickly find and order products using the Grainger mobile app	Portable Heating & Cooling

* All in-stock orders placed directly with the branch or on Grainger.com® by 5:00 p.m. local time Monday through Friday ship the same day within the continental United States. All orders are subject to availability. Standard shipping rates apply.

Find out more about Grainger's emergency preparedness capabilities when you visit:

[grainger.com/emergency](https://www.grainger.com/emergency)

You can also view a digital edition of our Emergency Preparedness catalog at:

[grainger.com/catalogonline](https://www.grainger.com/catalogonline)

Special Orders and Purchasing Contracts

Special Orders and Quotes

We can help you find difficult-to-source emergency items and more specialized solutions like:

Emergency Water Mass Fatality Preparedness Medical Surge Supplies Emergency Food Mass Fatality Preparedness Emergency Shelter Solutions Emergency Training Supplies	Patient & Inventory Tracking Solutions Medical Surge Solutions Evacuation Incident Command & Triage Solutions Oxygen Concentration & Distribution Systems Mass Casualty Ventilators Decontamination Solutions
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ask us. We can offer access to millions of items from thousands of suppliers.

- Contact us at 1-800-GRAINGER (1-800-472-4643) or call your local branch or your Grainger Representative
- Our experienced staff will help you obtain a quote on items you can't find in our catalog
- We'll notify you with an email when your Special Order quote is ready (usually within 24 hours). Then you can order directly from your quote on Grainger.com® under "Special Order Quotes"
- For future purchases, you can find the details of previous special order purchases under "Order History" on Grainger.com®. It's the fast and simple way to request a new quote for these items

Use Your Purchasing Contract with Grainger

Choose from a large portfolio of competitively bid and awarded contracts that simplify and streamline the procurement of Grainger products and solutions. Rely on Grainger for a broad range of supply support solutions that optimize your operations, purchasing power and bottom line:

- **The Products You Need**—Tap into our extensive selection of over a million products.
- **Reliable Field Support**—Count on our team to help you get what you need, when you need it.
- **Time-Saving Services**—Before and after an emergency you can address supply challenges with a variety of solutions, including KeepStock® Inventory Management* solutions. This comprehensive suite of options can help you organize your inventory—saving you money, time and space.
- **Repair Parts**—You'll find the parts that will keep your operation up and running.

*Grainger KeepStock solutions are subject to customer eligibility and agreements.

More of the Brands People Know and Trust

We carry a wide selection of the leading brand names in emergency preparedness and disaster response. We're constantly adding more. Visit Grainger.com® to keep up with the latest additions to our product lineup.

HAVE YOU PLANNED FOR A **HURRICANE?**

Hurricane season is June through November in the U.S. The winds from these storms can exceed 155 mph and the tornadoes, microbursts and storm surges associated with hurricanes often add to the devastation. Do you have a hurricane response plan in place for your business?

PREPARE

- Review your emergency plan with employees • Store all your vital records offsite • Have essential emergency supplies available
- Obtain additional plywood or other needed window protection • Prior to evacuation, turn off and unplug all electrical equipment



Portable Generators



Batteries



Ropes



Flashlights



Tarps



Weather Radios



Sandbags



Signs



Flood Barriers

RESPOND

- Have a battery- or crank-operated radio handy for emergency-related updates • Check for gas leaks • Carefully check your electrical system
- Let all electronic equipment dry before reconnecting • Avoid floodwater to prevent injury or illness



Rainwear



Boots



Water Safety



First Aid



Gas Leak Detectors



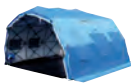
Portable Lighting



Two-Way Radios



Cots and Beds



Emergency Shelters



Blankets and Towels



Gas and Safety Cans



Disaster Survival Kits

RECOVER

- To prevent mold growth, dry out buildings and their contents • Restore utilities as soon as possible • To prevent illness, disinfect everything that became wet
- Make your post-storm repairs and rebuilds with preparedness in mind • To protect yourself from hazardous materials during clean-up, wear protective clothing



Engine-Driven Pumps



Pumps



Dehumidifiers



Portable AC



Moisture Meters



Wet/Dry Vacs



Garbage Cans



Trash Bags



Cleaning Supplies



Cleaning Chemicals



Cordless Power Tools



Hand Tools



Chainsaws



Electrical Power

PREPARE FOR FLOODING

According to the National Oceanic and Atmospheric Administration (NOAA), flooding has caused more damage in the U.S. than any other severe, weather-related event. FEMA records show that over the past 10 years, the average claim due to flood damage amounted to over \$33,000. Are you prepared for a flood emergency?

PREPARE

- Communicate and test a comprehensive emergency plan with your staff
- Elevate power components if susceptible to flooding
- Install check valves in sewer traps to prevent backup
- Construct barriers to prevent floodwater from entering
- Seal walls with waterproofing compounds to avoid seepage

					
Reclosable Bags	Plastic Shovels	Batteries	Ropes	Dewatering Pumps	Water Suction and Discharge Hoses
					
Weather Radios	Submersible Level Transmitters	Rainwear	Duct and Cloth Tapes	Water Containers	Sandbags

RESPOND

- Do not enter the facility if you smell gas or if flood water still surrounds the building
- If you have any doubts about safety, do not enter until the facility is inspected by a qualified building inspector or structural engineer
- Before you enter your facility or building, walk carefully around the outside and look around for loose power lines or structural damage
- Keep a battery-powered radio with you so you can listen for news updates
- Do not return to the flood zone until local officials declare the area safe

					
Two-Way Radios	Water-Resistant Flashlights	Portable Generators	Portable Electric Heaters	First Aid Kits	Tarps
					
Traffic Barricades	Chainsaws	Engine-Driven Pumps	Wheelbarrows	Flood Barriers	

RECOVER

- Buildings often sustain hidden damage in foundations; enter with extreme caution
- Listen for emergency information on a battery-operated radio or television
- Service damaged septic tanks, cesspools, pits and leaching systems as soon as possible
- Avoid floodwater: it may contain oil, gasoline, or raw sewage
- Floodwater also may be electrically charged

					
Gloves and Hand Protection	Gas Protection	Air Circulators	Dehumidifiers	Portable Blowers	Wet/Dry Vacs
					
Wet Mops, Squeegees and Buckets	Drain Cleaning Equipment	Mold-Resistant Products	Disinfectants and Sanitizers		

PREPARE FOR WINTER STORMS

Winter storms are an expected seasonal event in many areas of the country, but a more intense winter storm can still immobilize an entire region. Regions not typically impacted can be subjected to freezing temperatures and ice storms—leading to power outages, road closures, damaged buildings and surge challenges.

PREPARE

- Dress in layers to maintain body warmth and check for frostbite
- Winterize your facility and other buildings that may need to be used as shelters and fleet vehicles
- Insulate pipes and know how to shut off water valves in case pipes freeze and burst
- Prepare for potential isolation or sheltering-in-place by storing essential supplies sufficient to support your employees for several days.
- Make sure to add rock salt, snow shovels and blankets to your stock of emergency supplies

					
Ice Melting Compounds	Generators	Snow Blowers	Power Brushes	Drop and Broadcast Spreaders	Tailgate Spreaders
					
Snow Shovels and Pushers	Ice Choppers and Scrapers	Snow Roof Rakes	Heaters	Heated Jackets	Thermal Underwear
					
Cold Condition Gloves	Antifreeze and Coolants	Pipe Insulation	Cold Weather Extension Cords	Wet-Area Mats	Window and Door Seals

RESPOND

- Listen to the radio for weather reports and emergency information
- Stay indoors and off the roads. If you must travel, do so in groups and inform others of your travel plans and route
- Conserve fuel by closing off unnecessary areas of the building
- Maintain ventilation when using kerosene heaters or gas-powered generators to avoid buildup of toxic fumes
- Avoid overexerting yourself if you must go out in a winter storm, heart attacks brought on by overexertion are a major cause of death in winter

					
Automotive Battery Chargers	Automotive Snow Accessories	Jumper Cables	Tire Chains	Emergency Roadside Kits	Temporary Portable Lighting
					
Boot Dryers	Foot Traction Devices	Entrance Mats	First Aid Kits	Lock Deicers	

RECOVER

- Your recovery needs will vary based on the damage incurred. If ice or heavy snow has damaged your buildings, make sure they are structurally sound before entering
- Watch for spilled liquids that may have frozen on floors and other surfaces, promptly check for damaged water and gas pipes
- If you have water damage, be sure to dry walls, carpet and furniture thoroughly to help avoid mold issues, consider hiring a contractor who specializes in flood remediation

					
Wet/Dry Vacuums	Floor Care	Cleaning Equipment	Brooms, Brushes and Dust Pans	Roof Repair Products	Mopping Supplies

HEAT STRESS PREVENTION

Heat stress doesn't just slow you down, it can be deadly. Make sure you're ready to deal with the hazards that high temperatures can pose like heat rash, heat cramps, heat exhaustion and heat stroke. Help protect your crew with coolers, sun screen, cooling vests, hydration and the right training.









KEEP YOUR PEOPLE COOL

- Train workers and supervisors about how to help spot, treat and prevent heat stress
- Allow workers to get used to hot environments by gradually increasing exposure
- Provide plenty of cool water in convenient, visible locations around a work area
- Schedule frequent work breaks in shaded or air-conditioned recovery areas

					
Cooling Hats	Cooling Vests	Headbands and Sweatbands	Hard Hat Cooling Products	Polarized Safety Glasses	Safety Banners and Posters
					
Heat Stress Training Materials	Heat Stress Monitors	Hydration Packs	Hydration Pack Accessories	Portable Coolers	Sports Drinks and Thirst Quenchers
					
Shade/Shelters	Sunscreen	Ice Packs	Bottled Water		

KEEP YOUR FACILITY COOL

- Make sure to clean air conditioning ducts
- Weather-strip doors and windows to keep the cool air in and hot air out
- Install awnings, shades, blinds, reflective coatings or other measures to reflect the sun
- Irrigate foliage around the building to reduce fire risk

					
Air Conditioners	Cooling Fans and Accessories	Garden Hoses	Generators	Overhead Door Seals	Ventilation
					
Thermometers	Shade/Shelters				

TRAINING AND SERVICES

Grainger can help you manage heat stress and other safety risks more efficiently and cost-effectively with easy-to-use online tools and content provided by Grainger Online SafetyManager,[®] including Audits and Checklists, Written Programs, Policies and Procedures and both Online and Instructor-Led Training Content. **Learn more at grainger.com/safetymanager.**

PREPARING FOR WILDFIRES

Wildfire season in the United States typically runs in the western states from May through September, but the threat of a wildfire exists wherever there are wildland or wilderness areas throughout the year. A comprehensive emergency plan communicated and tested with your personnel helps minimize loss to your business.

PREPARE

- Install smoke detectors and fire extinguishers, and consider automatic sprinkler systems, fire hoses and fire-resistant doors and walls
- Establish a process for alerting the fire department
- Develop and test an emergency plan with your employees, including evacuation procedures
- Create a “safety zone” around your building by removing combustible material
- Avoid open burning, especially close to structures or any flammable materials, including trees, brush, trash, or during the dry season
- Make sure you have copies of all important documents and photographs of all critical assets stored safely offsite in fire-resistant containers



Hydration Packs



Portable Coolers



Fire Extinguishers



Sports Drinks and Thirst Quenchers



Flashlights



Batteries



Headlamps and Hands Free Lights



Hoses



Weather Radios



Brush Removal Tools



Wind Meters



Binoculars

RESPOND

- Do not lock your facility. Firefighters may need to gain quick entry to fight the fire
- If you are trapped inside, stay away from outside walls
- If you are outside and cannot escape the area, find a depression with sparse fuel or a road, and lie face down
- Cover yourself with anything that will shield you from the fire's heat
- If you or someone with you is burned, call 911; cool and cover burns to reduce chance of further injury or infection



Two Way Radios



Fire Hoses



Industrial and Fire Host Nozzles



Firefighter Gloves



Wildland Fire Fighting Jackets



Fire Hoods



Fire and Rescue Helmets



Fire and Rescue Boots



Respiratory Equipment



Hydrant Wrenches



Navigation and Tracking Systems



First Aid Kits



Thermal Imaging Cameras



Generators



Chainsaws



Tree Pole Climbers



Tree Saddles and Slings



Climbing Ropes

RECOVER

- Do not return to your facility until local authorities report that it is safe to do so
- When you do return, wear protective clothing and check with local officials about air quality before entering the area
- Document damage to your facility and photograph all damage and compare to photographs and documents taken before the fire
- Report damage to your insurance company



Hand Tools



Power Tools



Pressure Washers



Wet/Dry Vacuums



Canopies and Tents



Utility Waste Containers

PREPARING FOR EARTHQUAKES

Earthquakes strike suddenly and without warning. According to FEMA.gov, 40% of businesses that close after a disaster never reopen. Assessing vulnerabilities that could become hazards when an earthquake strikes is essential to your safety and the mitigation of potential losses.

PREPARE

- Securely fasten shelves and cabinets to walls
- Place large or heavy objects on lower shelves
- Brace ceiling and overhead light fixtures, cover with protective enclosures and install shatterproof lamps where possible
- Store breakable items in low and closed cabinets with secure latches
- Store flammable and other hazardous products in approved safety cabinets away from sources of ignition
- Secure all equipment with gas or electric lines by strapping to wall studs and/or bolting to the floor

					
Portable Generators	Batteries	Flashlights	Whistles	Weather Radios	Evacuation Equipment
					
Backup Power Systems	Tiedowns	Flammable Cabinets	Shelving and Storage Racks	Two Way Radios	Earthquake Safety Straps







RESPOND

- First assist the injured, moving them only if they are in danger remaining where they are
- Be alert to safety issues created by the devastation of the earthquake
- Avoid entering any buildings with structural or other visible damage until authorized to do so by local officials
- Immediately report any gas leaks, downed or damaged electrical wires, and spilled chemicals or other potentially hazardous materials to authorities or the utility companies
- Use caution when walking through debris
- Watch for animals, broken glass and other materials, or spilled liquids that could cause injury or illness

					
First Aid	Gas Leak Detectors	Cots and Beds	Temp. Emergency Shelters	Emergency Blankets	Gas and Safety Cans
					
Disaster Survival Kits	Tarps	Fire Extinguishers	Chainsaws	Prying Tools	Wheelbarrows
					
Traffic Barricades	Fire and Rescue Tools	EMT and Rescue Supplies	Hand and Portable Lamps	Concrete Power Cutters	

RECOVER

- Activate your communication plan to ensure that everyone is safe and receiving the support they need immediately after the event, and throughout the recovery phase
- Do not enter buildings until cleared by authorities
- When you do enter, be cautious when opening doors and cabinets
- Immediately clean up spilled materials, especially flammable liquids
- Repair and rebuild to mitigate damage to your facility from future disasters
- Work with contractors to reinforce windows and doors
- Reinforce and secure siding, roofs and all tie-downs or anchoring points for exterior equipment and movable structures

					
Garbage Cans	Self Dumping Hoppers	Cleaning Supplies	Trash Bags	Cordless Power Tools	Hand Tools

PREVENTING MOSQUITO-BORNE ILLNESS

Mosquitoes aren't just annoying, they can carry disease. According to the CDC over one million people, worldwide, die from mosquito-borne illnesses. Mosquito mitigation is how to help keep people healthy, safe and comfortable. Grainger is the place for the products and information you need to help keep mosquitoes at bay.

PREVENTION

- Get mosquitoes early by managing larva
- Reduce the source by draining and disposing of containers that hold rainwater
- Apply larvicide to breeding sites



Insect Repellent
Sprays and Wipes



Insecticide Sprays
and Foggers



Electronic Bug Killers



Air Circulators and
Fans



Air Conditioners



Thermometers



Air Curtains



Blood-Borne
Pathogen Kits



Dewatering Pumps
and Hoses

Grainger also offers mosquito nets, larvicides and kits to help protect individuals from mosquito-borne diseases.

PERSONAL PROTECTION

- Wear long-sleeved shirts and long pants
- Stay in places with air conditioning or that use window and door screens to keep mosquitoes outside
- Sleep under a mosquito bed net if you are overseas or outside and are not able to protect yourself from mosquito bites
- Use Environmental Protection Agency (EPA)-registered insect repellents; do not spray repellent on the skin under clothing
- If you are also using sunscreen, apply sunscreen before applying insect repellent
- If you have a baby or child, do not use insect repellent on babies younger than 2 months of age
- Dress children in clothing that covers their arms and legs, or cover cribs, strollers and baby carriers with mosquito netting
- Do not apply insect repellent to a child's hands, eyes, mouth and cut or irritated skin
- Adults, spray insect repellent on your hands and then apply to a child's face
- Treat clothing and gear with permethrin or purchase permethrin-treated items
- DO NOT use permethrin products directly on skin

PREVENTING COMMUNICABLE DISEASES

From colds and flu to pandemic events, Grainger can help you prepare for and manage the spread of communicable diseases. Prevention is at the center of any effective plan to help keep people healthy and safe.

PREPARE

- Wash hands often with soap and water • Use alcohol-based cleaners if soap and water are unavailable • Cover coughs/sneezes with tissues, and dispose of tissues promptly • Avoid touching your eyes, nose or mouth • Avoid close contact with sick people • When sick, stay home and limit contact with others

					
Hand Soaps	Hand Sanitizers	Hands Free Soap Dispensers	Hand Free Towel Dispensers	Tissues	Hands Free Wash Fountains
					
Touchless Faucets	Hands Free Drinking Fountains				

RESPOND

- Wipe surfaces with a disinfectant to help prevent the spread of cold and flu viruses • Help destroy the flu virus with heat (167-212°F [75-100°C])

					
Bleach and Disinfectants	Disinfectant Wipes	Rags and Wipes	Disposable Gloves	Disposable Respirators	Medicinals
					
Emergency Prep Kits	Thermometers				

PANDEMIC DISEASES PREVENTION

- The Center for Disease Control (CDC) defines a pandemic as a global disease outbreak • The CDC classifies a flu pandemic as an outbreak of a new influenza virus that humans have little or no immunity to and that has no vaccine • This new type of virus has the potential to cause serious illness and spread globally

					
Disposable Respirators	Protective Clothing	Biohazard Cleaning Supplies	Hand Sanitizers	Disposable Barrier Gowns	Face Shields
					
Protective Goggles	Disposable Gloves	Shoe and Boot Covers	Emergency Cots and Beds	Blood and Virus Protection Kits	Hazardous Waste Bags
					
Rags and Wipes	Negative Air Machines	Isolation Equipment	Medical Surge Patient Care Kits	Shelter Operations	

PREPARING FOR POWER OUTAGES

A power outage is one of the most common interruptions to business operations. While short interruptions may result in only a small inconvenience, prolonged outages can have a significant impact on your operations and revenue. According to the U.S. Department of Energy, weather only accounts for about one-third of all power outages. Power interruptions are more likely to be caused by animals, fallen trees and human error.

PREPARE

- Identify equipment and systems critical to continuous operation and have reliable backup power supplies for these systems
- Back up files and operating systems regularly
- Know the ratings of fuses critical to your machinery and keep them in supply
- Clearly mark your meter room and electric service entrances
- Keep sufficient heating fuel on hand since regular sources may be cut off, especially if the outage is widespread or long-term

					
Emergency Lighting	Exit Sign and Lights	Safety Signs	Digital Multimeters	Plug In Surge Protection	Safety Switches
					
Thermal Imagers	Circuit Testers	Voltage Detectors	Standby Generators	Training	I.D.. Products and Tags









RESPOND

- Check the fuse boxes or circuit breakers to determine if a fuse has blown or a breaker has tripped. If the fuses are okay, check your neighbor to see if the outage is at your facility or area wide
- Report a power outage to your local electrical utility company immediately
- Avoid back-feed by using an appropriately sized portable generator
- If someone has been electrocuted, do not come in direct contact with that person and call 911 immediately
- Monitor battery-operated radio or television for emergency updates
- Turn off heat pumps, large equipment and lights to decrease power demand when electricity is restored

					
Generators	Flashlights	Extension Cords and Outlet Strips	Two Way Radios	Fuel and Gas Cans	Patient Transfer
					
Batteries	Barricade Lights	Electrical Gloves	Hand Tools	Lockout Devices	Emergency Radio

RECOVER

- Be cautious around all electrical wires and machinery—you may not know when the power has returned and these items become “hot”
- Check with local authorities to make sure drinking water is safe
- Do not try to help by removing trees from power lines, live trees are excellent conductors of electricity, as are metal chain saw blades and bars
- Do not repair any power lines without proper protective apparel and equipment
- If power is out in your area, be aware that neighbors using electric generators incorrectly could be sending electricity into power lines. This could be deadly
- Never run a generator, pressure washer or any gasoline-powered engine inside an enclosed structure, even if the doors or windows are open



















					
Plug In Miniature Circuit Breakers	Ground Fault Protection	Wire and Cable	Standby Generators	Solar Chargers	Electrical Boxes
					
Antistatic Accessories	Conduit and Outlet Bodies				

PREPARE FOR FIRE EMERGENCIES

According to the Federal Emergency Management Agency (FEMA), fire causes more than 4,000 deaths, 25,000 injuries and property losses of more than \$8 billion each year. Communicating and testing a comprehensive emergency plan with your staff will help minimize loss to your business. Some first steps you can take toward creating your plan are to have personnel trained in CPR, first aid and compile an easily accessible emergency kit.

PREPARE

- Make sure all wiring is inspected by a qualified electrician and is in good operating condition
- Store flammable liquids in approved containers and cabinets in well-ventilated storage areas away from heat and spark sources
- If open flames are used, make sure they are kept away from walls, insulation and other flammable items
- If you use flammable chemicals in your facility, make sure all employees working with them know and abide by all applicable fire standards

					
Fire Fighting Clothing	Escape Hoods and Respirators	Firestop Pass Through Device	Arc Flash Protection	Type I Safety Cans	Fire and Smoke Dampers
					
Ventilation	Welding Blankets and Accessories	Flammable Cabinets	Fire Signs	Insulating Line Hoses	Infrared Thermometers
					
CO and Smoke Detectors	Safety Alarms and Warnings	Escape Ladders	Plant ID Labels and Markers	Fire-Resistant Cabinets	Firestop Sealants, Caulks and Putties

PROTECT

- Install smoke alarms and test them. Consult with your local fire department or other regulatory bodies for guidance regarding fire codes
- Make sure fire escape routes and ladders are clearly marked, accessible, and in working order
- Never block any fire exit.
- Make sure the proper type of fire extinguishers are easily accessible and that all employees are trained on proper use
- Check local codes for automatic sprinkler systems and install accordingly
- Conduct fire drills regularly

					
Fire Extinguishers	Fire Hoses	Fire Protection	Burn Care Kits	Fire and Rescue Fans	Fire Probing Tools
					
Fire Blanket	Flashlights				

RECOVER

- Do not return to the building until it is cleared by local authorities
- If you detect any remaining heat or smoke or see any sparks, evacuate immediately and contact fire officials
- Secure your business from looting. Work with your insurance company immediately to provide a full report on the incident
- Work with experts in fire recovery and remediation for all repairs; have them inspected by local fire authorities upon completion









					
Wet/Dry Vacuums	Etchants and Rust Removers	Cleaning Equipment	Heat and Energy Recover Ventilators	Indoor Air Quality	Static Sensors

HAZMAT INCIDENT

A hazardous materials (HazMat) emergency plan is vital to the safe use and transport of hazardous products such as explosives, poisons and radioactive materials. If a spill, exposure or explosion occurs, communicating and testing a comprehensive HazMat emergency plan (that includes proper equipment and CPR/First Aid training) will help keep people safe and minimize loss to your business.


PREPARE

- Identify other facilities, highways, railroads and waterways near your facility that use or transport hazardous materials
- Determine how an incident could impact your operations; make sure your preparedness plan includes a response to this type of event
- Always wear proper apparel when handling hazardous materials
- Be aware of additional environmental guidelines for handling hazardous materials (e.g., ventilation standards)
- Make sure you are trained in proper handling techniques and response guidelines if any material is released
- Stay alert to other activity around you that could react and initiate an incident

					
Spill Kits and Stations	Safety Signs	Evacuation Signage	Absorbent Pads	Safety Gloves and Hand Protection	Plain Tow PVC and Rubber Boots
					
Spill Control Supplies	Chemical Neutralizers	Hazard Labels	Gas Detection	Radiation Detectors	Chemical Resistant Clothing

RESPOND

- Call authorities immediately
- Vacate area promptly and stay upwind from the incident if outdoors
- If required to remain inside, turn off all ventilation that brings in outside air
- Seal all gaps to prevent leakage into safe areas beyond the contamination zone
- Tend to injured and provide details as soon as emergency personnel arrive
- Confine the contamination ONLY if you are qualified to do so
- If not, provide immediate access and information for authorized responders

					
Chemical Resistant Clothing	Chemical Spill Kits	Decontamination Showers	Sorbents	Spill Control Stations	Collapsible Spill Containment
					
Spill Containment	Respiratory	Detector Tubes and Pump Kits	Supplied Air Pumps	Incident Command	Traffic Barricades

RECOVER

- Return to the facility only after it is safe to do so
- Seek guidance from authorities how to properly clean your facility and equipment, and confirm that decontamination follows recommended protocols
- Be sure to wear OSHA recommended personal protective equipment and apparel as well as establish environmental safety controls throughout the cleanup process
- Review procedures and take steps to prevent, minimize or mitigate future incidents
- Report ongoing signs of continuing contamination to management and authorities as required

					
Cleaning	Drain Cleaning Equipment	Spill Berms	Indoor Air Quality	Nonelectrical Properties Testing	Chemical Resistant Pumps
					
Storage Lockers	Pleated Air Filter				

ACTIVE SHOOTER EMERGENCIES

Facilities need to prepare for the possibility of a shooting onsite. It's a real problem and it doesn't only happen in large facilities in large cities. In fact, the bulk of active shooter data is coming from smaller facilities. Violence and gangs, drug abuse, the economy and joblessness are some of the key contributing factors to the problem.

PREVENTION

- Create a Threat-Assessment Team to help identify potential situations
- Make it policy that any warning signs be reported to the team
- Warning signs can include: comments about firearms, empathy for others who have acted out in violence, increased use of alcohol and drugs
- Manage visitor access
- Conduct lockdown exercises
- Assign employees to adopt a door that they are responsible for in the event of an emergency
- Increase the use of and awareness of video surveillance
- Employ duress alarms that can be located in key areas like reception and HR



Security Cameras



Employee Identification



Trauma First Aid Kits



Locks



Active Shooter Kits

RESPONSE

- Get out - have an escape route and plan to get out as fast as you can
- Don't stop for anyone, not even the wounded
- Don't activate the fire alarm to avoid filling the halls with people
- Hide out - get behind locked doors, turn out the lights and barricade the door
- Make the room look empty
- Use anything to distract the shooter
- Take out - fighting back is your last resort
- Improvise weapons like a fire extinguisher
- Think about what you would do if an intruder enters the room

General Emergency Checklist

Personal Safety	Qty. on Hand	Last Ordered	Last Inspected
Rainsuits			
Gloves			
Eye Protection			
Respiratory Protection			
First Aid Kits			

Rescue Gear	Qty. on Hand	Last Ordered	Last Inspected
Rescue Tools			
Water Safety			
Evacuation Equipment			
Patient Transport			
Emergency Kits			
Two-Way Radios			

Cleanup	Qty. on Hand	Last Ordered	Last Inspected
Brooms & Shovels			
Sanitizers & Disinfectants			
Blowers			
Power Tools			
Welding Products			

Other Important Items	Qty. on Hand	Last Ordered	Last Inspected
Weather Stations			
Barricades & Tapes			
Water Quality Testers			
Wet/Dry Vacuums			
Fans & Blowers			

Grainger's supply chain expertise and pride in service make us a natural leader in disaster preparedness and response. We have been a long-time partner of the Red Cross in the United States and Canada.

The company has donated more than \$15.5 million in cash and product to the American Red Cross since 2001. In 2014, Grainger became a member of the American Red Cross Annual Disaster Giving Program, which enables the Red Cross to immediately respond to the needs of individuals and families affected by disaster. Grainger helped the American Red Cross open its largest disaster supplies warehouse in the country in 2014 by donating more than \$600,000 worth of racking to help store supplies that are necessary to shelter and feed massive groups of people displaced due to a disaster.

Grainger is the National Founding Sponsor of the Red Cross Ready When the Time Comes® corporate volunteer program in the United States and Canada. More than 1,550 Grainger and Acklands–Grainger team members have been trained as Ready When the Times Comes volunteers across more than 50 cities and have responded to more than 50 disasters.

Grainger is also the National Launch Sponsor of the American Red Cross Volunteer Connection, an online volunteer management system used to recruit and engage volunteers. Since Volunteer Connection launched in 2013, the Red Cross has processed more than 296,000 new volunteer registrations through the site.



\$3 MILLION

DONATED BY GRAINGER TO LAUNCH
VOLUNTEER CONNECTION

296,000

NEW RED CROSS VOLUNTEER
REGISTRATIONS THROUGH
VOLUNTEER CONNECTION
(As of December 2014)



6.6 MILLION

VISITORS TO THE VOUNTEER
CONNECTION SITE
(As of December 2014)

Please Note: The content in this guide is intended for general information purposes only. This publication is not a substitute for review of the applicable government regulations and standards and should not be construed as legal advice or opinion. Readers with specific compliance questions should refer to the cited regulation or consult with an attorney.

For more information, call your local branch or visit [grainger.com/emergency](https://www.grainger.com/emergency)

©2017 W.W. Grainger, Inc. W-ZLG3500