

EMERGENCY PREPAREDNESS | MAY SAFETY SEGMENT



This year, 2024, May 5-11 is emergency preparedness week. Emergencies may occur, the question is: will you be ready when they do? The winners in many sporting events can usually credit their victory to teamwork. The most effective way for any group to achieve their goals and meet their objectives is to act as a team. The same is true when dealing with an emergency situation. Teamwork wins games but teamwork also helps to minimize injuries and damage during a crisis. Are you practicing as a team?

TEAM WORK

DIRECTIONS

The best way to practice emergency preparedness as a team is to participate in tabletop exercises. The facilitator will pick an appropriate guided scenario from the collection here [Emergency Response Scenarios](#) and begin the practice. Ideally one person should record the response by the team for discussion later.

SAFETY SEGMENT DISCUSSION

Post Session Questions:

- Was the scenario realistic for your group?
- What went well and what didn't?
- What can be done to improve the response?

Notes to the Team Leader:

- Facilitate the discussion, guiding the discussion to tactical improvement versus criticism without recommendations. This [guide here](#) can be used to make improvements to your existing plan.



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Dealing with any emergency can be nerve-wracking, to say the least. Working as a team from the moment the alarm is sounded to the re-establishment of normal business is essential. However, no team can work effectively without effective communication. Knowing what needs to be said, relayed, and heard during an emergency is essential. Have you been practicing effective communication as part of your emergency preparedness?

EFFECTIVE COMMUNICATION

DIRECTIONS

Use the handout titled [Directed Drawing Exercise](#) to conduct this exercise. This exercise is a slight twist on the blind drawing exercise. Split the participants into groups of two. Have one person be the “director” and the other person can be the “drawer”. Follow the directions on the handout.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What was the hardest part of this exercise?
- How did it go better being able to ask questions?
- Did this improve your ability to communicate directly? If so how??

Additional Activity

- Watch this quick 4-minute video for [tips on building team communication](#).

Notes to the Team Leader:

- Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.



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During the course of any work, conflicts can arise between co-workers and of course teams. Conflicts hinder team function and creates unnecessary friction and friction adversely affects progress and team cohesion. During an emergency, even a drill, emotions are heightened and conflict can easily occur. So, the question needs to be asked, are you addressing conflict in your teams, especially the emergency response teams? Are you taking steps to control conflict?

CONFLICT RESOLUTION

DIRECTIONS

This exercise uses the supplementary handout, What Would You Do. The facilitator will follow the directions on the handout and once complete ask the guiding questions below.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- Have you reacted in the moment and the reaction made the situation worse?
- Have you stalled a reaction, counting to 10 or taking a couple of breaths before reacting? Did it help?
- What do you see the first step should be, go to your manager or approach the other person first?

Notes to the Team Leader:

- Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.



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PERSONAL DISASTER PREPAREDNESS | MAY SAFETY SEGMENT



Disasters happen, from bouts of extreme weather to calamities such as train derailments and widespread prolonged power outages. These events are not only an inconvenience but can also disrupt our lives both at work and personally. Some events in Alberta have been known to last more than two days, causing power, traffic, and supply interruptions. Have you taken some simple steps to prepare for such an emergency?

STRATEGIES TO IMPLEMENT

DIRECTIONS

Split the team into smaller groups of 2 or 3 and ask them to create a list of the items they feel would be necessary if a severe snowstorm occurred that impacted their ability to travel and caused power losses in areas of the city. Give the exercise 10 minutes, and review the group answers. Ask the guiding questions and watch the [emergency kit video](#) after the group discussion.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- Does anyone have an emergency kit? What kind? Vehicle, home emergency, other?
- What are the top 5 items in your kit? Why?
- Have you experienced a situation where your ability to travel was hampered?

Notes to the Team Leader:

- Facilitate an atmosphere of collaboration by encouraging the staff to provide input into an optimal home emergency kit. More information can be found here [Build An Emergency Kit](#)



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PERSONAL DISASTER PREPAREDNESS | MAY SAFETY SEGMENT



Personal emergency response planning is a crucial step in ensuring your safety and well-being during unexpected situations. By creating a detailed plan ahead of time, you can feel more prepared and confident in handling emergencies effectively. Start by identifying potential risks in your environment, such as natural disasters or medical emergencies, and develop strategies to mitigate these risks.

PERSONAL DISASTER PREPAREDNESS

DIRECTIONS

Start by splitting the group into 2 smaller groups. Ask each to envision themselves as a family (no role playing necessary) and take 10-15 minutes to create an emergency plan for a family. Have one group focus on an evacuation type of plan and the other focus on a shelter-in-place plan. Once complete pose the guiding questions.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What was the most difficult part of making an emergency plan?
- What was the easiest part?
- What would have helped in creating the plan?

Notes to the Team Leader:

- If time permits this [guide here](#), can be used with the online [template here](#) or the [printed template here](#) and re-create their plans with the new resources.



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