



MANUAL LABOR

Members of the team who compiled the new disaster preparedness manual are, from left, Stephanie Kaping, Kathy Murrell, Ralph Sbragia and Pam Engelke.

MTA Disaster Preparedness Manual Will be Mailed to Employees' Homes

(Dec. 16) Be Prepared! That may be the Boy Scout motto, but the MTA's Office of System Safety and Security believes employees should be ready for any emergency at work and at home.

Starting this weekend, employees will begin receiving in the mail a helpful 54-page safety guide titled *Agency Disaster Awareness and Preparedness Training Manual* - called "ADAPT." A wallet-sized card with 10 earthquake tips will be distributed early next year.

MTA team prepared manual

A four-member Systems Safety team - Pam Engelke, Valeria Northern, Stephanie Kaping and Ralph Sbragia - prepared the manual, which was issued as one element in the MTA's overall ADAPT emergency services program.

"We want to make sure employees have as much information as possible to prepare for a disaster," says Kathy Murrell, Emergency Services coordinator. "Everyone should review the manual carefully and keep it in a safe, accessible place."

The manual is divided into sections on family and personal disaster preparedness, hazard mitigation and first aid. It includes a page where employees should record such important family records as work locations, phone numbers, children's names and schools and insurance policy numbers.

List of emergency supplies

The booklet also provides lists of such emergency supplies as medications and first aid supplies, lighting and other equipment, cooking and sanitation supplies, emergency kits and beverages.

As a provider of transportation services, the manual's preface says, the MTA's employees "in times of crisis...may well be called

upon to provide emergency services not only in Los Angeles County, but in surrounding counties as well."

Like other employers, the MTA is required by state law to prepare its employees for emergencies and to provide them with safety information, Murrell said. "We want to make sure they are as prepared at home as they are at work."

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