



Employee Emergency Awareness

Observed the week of
November 10 – 14, 2008

Before Employee Emergency Awareness Week....

1. Find, review and update evacuation and safe assembly plans for every location in which you have staff.
2. Distribute and discuss accurate plans among all supervisors. Ensure that each knows their assembly point and responsibilities. Make sure each has a system to account for all staff in an emergency. Allow them to ask questions and clarify their understanding of the plans.
3. Hold meetings with your safety teams. Review the roles and responsibilities of every person on the team. Ensure that each knows who to talk to and what information to provide during every step of an evacuation.
4. Create location-specific evacuation and safe assembly fact sheets to include in new hire orientation materials.
5. Identify, compile contact information for and hold a meeting with safety leaders of other tenants in every building in which you have staff. Discuss plans.

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What's going on This Week.....

“Health Career

Employer Symposium”

Presented by Employers

Facilitated by Sharone G.

Mon, November 10th, 9-12:00noon

“One on One Resume Writing Assistance”

By Appointment with Sharone G.

Wed, November 12th 9-12:00noon

“Health Careers Training Providers Forum”

Presented by Training Providers

Facilitated by Deborah H.

Thur, November 13th 9-12:00noon

“Employer Website Assistance”

Presented by Ken O.

Fri, November 14th, 9-10:00 am



During Employee Emergency Awareness Week.....

6. Send an e-mail to all staff from the agency head. Emphasize the importance of working together, practicing and being personally accountable during emergencies.
7. Require supervisors to review evacuation plans, assembly points and personal accountability with employees.
8. Distribute a wallet-sized card that provides a list of building safety personnel and a place for each staff person to write their own evacuation assembly point.
9. Recognize your safety volunteers. Highlight them on a bulletin board or in a newsletter. Give certificates and a thank you letters from the agency head.



MONROE AWARENESS

The **Health and Safety Committee** of the **PA CareerLink Monroe County** has been preparing for Employee Emergency Awareness Week with regularly held meetings. The following **CareerLink Staff & Partners** currently serving on the **Health & Safety Committee** are:

John Casella
Ann Marie De Pue
Charles Montalbano

Chyrl Zickgraf
Donna Gerrity
Peter Alasty

Nancy Henry

For more information on meeting schedules, or if you are interested in becoming a member of the committee, please contact **John Casella**.



Happy November Birthday.....

Rosalee Boyer

Kathy Reiter

Donna Sokolowski



TEAMOLOGY

TEAM: A number of persons associated together in work or activity to perform a common goal.

CareerLink

Veterans Affairs



Veterans Day is an annual American holiday honoring military veterans. Both a federal holiday and a state holiday in all states, it is significant that the major hostilities of World War I were formally ended at the 11th hour of the 11th day of the 11th month of 1918 with the German signing of the Armistice. President Woodrow Wilson first proclaimed an Armistice Day for November 12, 1919. The United States Congress passed a concurrent resolution seven years later on June 4, 1926, requesting the President issue another proclamation to observe November 11 with appropriate ceremonies. An Act approved May 13, 1938, made the 11th of November in each year a legal holiday; "a day to be dedicated to the cause of world peace and to be thereafter celebrated and known as 'Armistice Day'."

In 1953, an Emporia, Kansas, shoe store owner named Al King had the idea to expand Armistice Day to celebrate all veterans, not just those who served in World War I. He began a campaign to turn Armistice Day into "All" Veterans Day. With the help of then-U.S. Rep. Ed Rees, also from Emporia, a bill for the holiday was pushed through Congress. President Dwight Eisenhower signed it into law on May 26, 1954.

Congress amended this act on November 8, 1954, replacing "Armistice" with Veterans, and it has been known as Veterans Day since.



Customer Information & Resource TEAM

This second week in November is very busy and full of activity! Not only are we recognizing "Employee Emergency Awareness Week", but as mentioned in previous issues, it is also **Health Careers Week**. The "Healthcare Employer Symposium" will be held Monday, November 10, 2008, 9:00 am-12:00 noon. Designed to give job seekers an in depth look at high demand health care careers, this symposium will feature panel presentations by top employers in the health care profession. "Healthcare Training Opportunities" is scheduled for Thursday, November 13, 2008, 9:00 am-12:00 noon to provide information on training opportunities and includes presentations by area training providers, financial aid officers and workforce training professionals.



Business Services TEAM

The US Census Bureau will be recruiting and testing at the CareerLink on **Thursday, November 20th from 9:00 am until 3:30 pm**. The job orders listed on CWDS are Recruiting Assistants, Administrative Assistant Clerk, Crew Leader Assistants, Crew Leaders, and Enumerator.



JOB ORDERS Spotlight



Mental Health Technician

—Shawnee Academy
-web 605548

Home Health Aide

—Loving Care Agency Inc
-web 603214

Bustin Industrial

—Welder
-web 6058596

Carbon Monroe Pike MHMR

—Caseworker I & II
-web 601035



S & K Construction

—Administrative Assistant
-web 604343

United Parcel Service

—Seasonal Delivery Driver
-web 602147



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Any submission, request or question to be included in the FYI can be submitted to Deborah Harrison, at:

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