

Costa Mesa Fire & Rescue

Business and Industry Preparedness

Preparedness Education Goals

- Provide training sessions with employees in small groups or with internal supervisors and/or managers
- Format specific training for employees, “lunch & learn” events, or add to a monthly staff meeting or safety meeting
- Assist in the coordination of a site evacuation drill observation
- Review posted emergency evacuation and operational procedures for all employees
- Share preparedness information for newsletters and bulletins
- Provide opportunities to participate in advanced training (see suggestions below)

Suggested Topics for Employee Presentations

- Hazards – identify specific hazards in the workplace and home
- Mitigation – remedy identified hazards in the workplace and home
- Evacuation Plan review– identify exit routes and safe meeting place, location of safety equipment, utility shut off, emergency supplies, etc.
- Security issues – location of hazards, large quantities of chemicals/hazardous materials
- Response Plan – who will do what on each floor or office suite
- Communication Plan - emergency contact information for all floors
- Fire safety – fire protection features of the workplace
- Preparedness Kits – identify specific kits for the workplace, home and car

Advanced Training Programs to Consider for your Employees

- Business Preparedness Academy

8 hours of training. Current format is weekday – 930 to 1130 AM (one session) and repeated at 1:30 to 3:30 PM at no charge. Business receives a certificate of completion at course end. Audience: Mid-managers, frontline supervisors, maintenance crews, and floor team leaders are good candidates. Topics are specialized – including disaster medical operations, search and rescue techniques, workplace preparedness and disaster emotional first aid in the workplace with hands-on activities. Course dates (fall and spring sessions) or connect with program partners - South Coast Metro Alliance or the Costa Mesa Chamber of Commerce.

- CERT (Community Emergency Response Team)

20-hour program offered in the community 4 times annually – evenings, weekdays or Saturdays. Your organization may want to host a business and community class at your location. Please call for specific details for this program. Fall, winter and spring sessions.

- Fire Extinguisher Demo - Extinguishers must be serviced annually by fire code, use this opportunity to expose more employees to the use of an extinguisher by coordinating training on the day the extinguishers will be serviced. Must be scheduled in advance.

***For more information:
Contact the Community Education Office of Costa Mesa Fire & Rescue at
714.327-7406 or brenda.emrick@costamesaca.gov.***