



Emergency Procedures for YOUR Company

Emergency Procedures

Evacuation Information

- Evacuate building using the nearest exit (alternate if nearest exit is blocked).
- Do NOT use elevators.
- Take personal belongings (keys, wallet, purse).
- Secure any hazardous materials or equipment.
- Go to the evacuation point.

Suspicious Object

- Do not touch or disturb object.
- Notify your supervisor.
- Be prepared to evacuate.

Earthquake, Severe Weather

- Drop and cover under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- After the shaking stops, check for injuries and move towards the nearest exit.
- Go to the evacuation point.
- Do not leave the area until you have been accounted for.

Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to lighted areas. Exits may be indicated by lighted signs if emergency power is operating.
- Emergency lighting lasts only long enough to move to an evacuation point.
- Turn off and unplug computers and other voltage sensitive equipment.

Fire

- Activate the nearest fire alarm pull station and call 911.
- Notify others, including your supervisor.
- Go to the nearest exit.
- Go to the evacuation point.
- Close doors as you leave.
- Do NOT use elevators.
- Do not re-enter the building.
- Do not leave until you are accounted for.

Be aware of the preplanned evacuation route and the meeting area. A route for evacuation should be posted throughout the facility.

Hazardous Materials Release

- If an emergency, or if anyone is in danger, call 911.
- Move away from the site of the hazard to a safe location. Stay upwind of the material.
- Notify others, including your supervisor.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

Lockdown - Shelter in Place

- Lock yourself in a room if possible.
- Close windows – remain quiet.
- Do not let anyone into a locked room until area is deemed clear by authorities.
- Do not block an armed subject's access to an exit.
- If safe to do so - Call 911. Provide as much information as possible about the incident.



Medical Emergencies - Call 911

Tell the dispatcher:

- Name of the facility, your location, including building and room.
- Name and condition of the patient.
- Remain on the phone with the dispatcher until help arrives.
- Check for Medic Alert bracelet.
- If possible, have someone meet EMS personnel for directions to the exact location of the patient.

Important Dos & Don'ts

- Keep a copy of phone information with you at all times.
- Get to know the building evacuation procedures.
- Keep personal contact information up-to-date.
- Do not do more than you are trained to do.

Additional Precautions

- Do not leave the location until you are accounted for, and you are told by your supervisor that you can leave.
- Do NOT re-enter a building after evacuating. Unless it has been cleared by Emergency Personnel and your supervisor.
- Do NOT talk to Media. All media inquiries must be directed to the General Manager.
- Do not open doors that feel hot to the touch.
- Make sure visitors and contractors under your direction are aware of emergency procedures, by discussing them prior to work beginning.
- Make sure that you account for all visitors and contractors, under your direction, in an emergency situation.
- Close all doors behind you as you leave to prevent the spread of fire.
- Understand your role and responsibilities in an emergency.
- Do not do anything that you are not trained for.
- In the event of an emergency situation, notify as many people as possible. Notify your supervisor, or a member of management as soon as it is safe to do so.



Know the evacuation route for your work area. Follow the direction of those who are leading the evacuation. Be prepared to listen to and follow the directions of emergency personnel as they arrive. Go to the meeting area that has been pre-designated.

SAFETY TRAINING SIGN-IN

Company Name: _____

Date: _____

Subject: Emergency Procedures for YOUR Company

The following employees participated in this training.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____



EMERGENCY PHONE NUMBERS

FIRE 911
Non Emergency _____

POLICE 911
Non Emergency _____

PARAMEDICS 911
Non Emergency _____

HOSPITAL _____

MEDICAL CLINIC _____

UTILITIES
Power _____
Water _____
Sewage _____
Natural Gas _____

KEY VENDORS

KEY CUSTOMERS

FBI _____

STATE POLICE _____

CDC _____

HOMELAND SECURITY _____

WEATHER HOTLINE _____

LOCAL NEWS _____

ATTORNEYS

OTHERS

COMPANY PERSONNEL

General Manager (O) _____
(C) _____
(H) _____

Superintendent (O) _____
(C) _____
(H) _____

HR (O) _____
(C) _____
(H) _____

Safety (O) _____
(C) _____
(H) _____

Supervisors (O) _____
(C) _____
(H) _____

Supervisors (O) _____
(C) _____
(H) _____

Supervisors (O) _____
(C) _____
(H) _____

Supervisors (O) _____
(C) _____
(H) _____

Supervisors (O) _____
(C) _____
(H) _____

Maintenance (O) _____
(C) _____
(H) _____

Millwrights (O) _____
(C) _____
(H) _____

