



5-minute safety talk

Types of **Evacuation Emergencies** Include:

- ✓ Bomb threats
- ✓ Chemical spills
- ✓ Explosions
- ✓ Fires
- ✓ Structural failure
- ✓ Toxic gas releases
- ✓ Viral outbreaks
- ✓ Weather emergencies

STEPS TO TAKE

1. Identify if the alarm signals an evacuation and assume it is an emergency.
2. While moving quickly, take only critical personal items such as cell phones, IDs, keys, coats and medications. If away from your work area, do not go back to retrieve these items.
3. Leave immediately and try to remain calm.
4. Walk to the nearest exit and toward the assembly point. Assist people with special needs as you are able.
5. Never use elevators, only stairs.
6. Follow instructions from emergency personnel and supervisors. Keep talking to a minimum so you can hear instructions from emergency personnel.
7. Close doors behind you as you move to the assembly point.
8. Report missing persons immediately to emergency personnel or a supervisor.
9. Don't reenter the building until advised by emergency personnel.

IF UNABLE TO EVACUATE

- If you have your cell phone or are near a phone, call for help.
- Raise or open any window shades or drapes, hang something visible out, and close the window over it as a signal for help. In the case of fire, shut the window immediately so the fresh oxygen doesn't feed the fire. Block smoke coming in under the doorway with any cloth you can find.
- If you can't open the window, wave something light-colored while standing at the window so rescuers can see you.
- Wait for rescue.

Visit [nsc.org/members](https://www.nsc.org/members)
for more safety tips

