



Emergency Preparedness: In Case of An Emergency

Remember

An effective response during an emergency depends on the quality of planning and training that occurs before a situation arises.

An emergency can occur at any place or any time and the best way to be prepared is to have a plan. Your workplace should have an emergency plan and you can do your part by educating yourself on the plan and taking safety training and drills seriously.

Do you know...

- The threats or hazards your organization could potentially face, such as:
 - Natural disasters – tornados, earthquakes, floods etc.
 - Fires, chemical spills, explosions etc.
 - Medical emergencies – heart attacks, broken bones etc.
 - Acts of violence or terrorism
- What your organization's emergency plan is – for organizations with 10 or more employees, your organization must have a written plan otherwise the plan may be communicated orally
- The signs and signals of different emergencies – sirens, whistles, bells etc.
- That you should respond immediately when an alarm is sound regardless of it is a drill or a real emergency – every second counts and you should refrain from going back to your workspace to collect personal items
- The potential routes to take to evacuate your building – in case one exit is blocked in an emergency, it's always best to have a second exit to try
- To always keep exit routes free of clutter so they can be easily accessed at a moment's notice
- Where your designated meeting place is located for after an evacuation – it is very crucial to be accounted for after an evacuation so someone doesn't needlessly put themselves in danger to go back in the building to find a person who is thought to be missing
- How to report an emergency, including the proper phone number to call
- Where your nearest firm alarm and/or fire extinguisher is located and when and how to use them
- If your organization has first responders trained in first aid and CPR or who to contact in a medical emergency
- The names of people or departments to contact should you have a question about your organization's plan

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