



Emergency Evacuations Tip Sheet

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

Make sure you know....

- The signs and signals of different emergencies – sirens, whistles, bells etc.
- That you should respond immediately when an alarm is sounded regardless if 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 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 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 fire 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



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