Background

Be Prepared for the Unexpected

An emergency situation can happen at any time. Your best defense is to be prepared by knowing what to do in an emergency.

The following incidents could result in an emergency situation in your workplace:
- Fire
- Hazardous material release
- Bomb threats
- Earthquakes
- Tornados
- Intruders
- Pandemic outbreak

Employees should all know:
- Where the nearest evacuation route is
- Where to go once they have evacuated the building
- Who the fire wardens are
- What the emergency alarms sound like
- Where fire alarm pulls are located
- Where fire extinguishers are located
- Who has been trained to use a fire extinguisher
- Where the nearest first aid kit is located
- Who has been trained in first aid

Take the time to find out what to do in an emergency situation so that you can share this information with your staff so that everyone will be prepared in the event of an emergency.

Preparing for Your Safety Talk Meeting

1. Review the background information above.
2. Review your company’s Emergency Plan.
3. Review the quick checklist on your Workplace Safety Calendar.
4. Talk to managers and supervisors to determine if there have been any specific questions related to emergency preparedness in the workplace.
5. Follow up on any unanswered questions from the last Safety Talk.

See the Safety Talk Tips sheet for more suggestions on delivering Safety Talks.

Safety Talk Meeting Outline

1. Follow up on any outstanding safety issues from the previous meeting.
2. Review your company’s emergency plan.
3. Ask if anyone has any questions about the emergency plan.

Answer all questions related to the emergency plan. If you do not know the answer tell them that you will find out and get back to them with a response. Discuss the importance of knowing the emergency plan. Reinforce the idea that they have a role to play in emergency situations. It is important that all staff be kept safe and part of this is knowing what to do in the case of an emergency situation.

Thank them for their time.