



# Safety in Five

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Company: \_\_\_\_\_

**Topic specifics relevant to your job**

**Preparing for an emergency incident ensures that employers and workers have the necessary equipment and information when an emergency occurs. Know:**

- Where the assembly point is located
- Who is certified in CPR and first aid
- Where emergency supplies are located

**Fire Safety**

- Evacuate when a fire or carbon monoxide alarm sounds
- Know two ways out of the building
- Before opening a door, feel it with the back of your hand – do not open if the door is hot
- If you encounter smoke, stay low to the floor
- Pull manual alarms on your way out
- Call 911
- If your clothes catch fire, stop, drop, and roll, and cover face

**Earthquake Safety**

- Do not run to another room during an earthquake – stay where you are

- Drop! Cover! Hold on!
  - Drop down to your hands/knees
  - Cover your head and neck (and entire body if possible) under a sturdy table or desk
  - Hold on to your shelter until the shaking stops
- Do not stand in a doorway
- If you are outside, stay outside and move to an open area.

**Active Intruder**

- Run – leave belongings behind, help others if possible, keep hands visible and call 911
- Hide – lock and blockade door, silence your phone, remain quiet and call 911 (if you cannot speak, leave line open and allow dispatch to listen)
- Fight – as a last resort and only when your life is in imminent danger, try to disrupt or incapacitate the intruder/shooter

**Emergency Supply List (minimum)**

- Water, food, flashlight, first aid kit, extra batteries, medications and blanket

Attendees (Names/Signatures)	

**Comments/Suggestions**