

SAFETY TOOLBOX

MONTHLY SAFETY AWARENESS DISCUSSION GUIDE



Emergency Preparedness

Introductory Comments

Instructions:

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

Preparing for emergencies is very important. You can't and shouldn't worry constantly about what will happen when a disaster or incident occurs. By preparing now, you can rest assured that your workplace is ready to handle the unexpected. An important first step is knowing the types of emergencies your workplace could face, and how to respond to them. www.nsc.org

Weather Emergencies

- Know what weather emergencies are possible in your area
- Know where to go in each type of weather emergency
- Remain calm
- Be careful of debris in the aftermath

Fire Emergencies

- Take fire drills seriously
- Know your closest exit routes and don't take elevators
- Leave your personal possessions behind
- Get out of the building as quickly as possible

Active Shooter

- If you can flee, do so immediately; leave belongings behind
- Find potential hiding places with cover and concealment; this will keep you hidden from the assailant and block bullets
- If you cannot flee, hide in an area where the shooter can't see you with the



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lights turned off and your phone silenced; if you are behind a door, lock it or block entry to it

- As a last resort, try to incapacitate the shooter; keep moving and be as distracting as possible
- In close range situations, fighting increases your chance of survival; make use of improvised weapons (e.g. fire extinguishers, chairs, staplers, etc.)
- Call 911 as soon as you can do so safely
- To the best of your ability, be prepared to provide 911 and law enforcement with your location, the number of shooters, physical description of the shooter(s), the number and type of weapons used by the shooter(s) and the number of potential victims
- Follow law enforcement instructions; in the absence of other instructions keep your hands raised, visible and free of any objects

Meeting Starter Questions

- Who is the most valuable asset?
- Where are your safety plans located?
- What is an Emergency Action Plan?

Critical Safety Points

Additional Types of Emergencies:

- Chemical Exposures
- Electrical Hazards
- Terrorist Attacks
- Workplace Violence
- Bomb Threats



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Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

Emergency Preparedness

Question 1: It is important to have an Emergency Action plan

☐ TRUE ☐ FALSE

Question 2: Fire Drills should be taken seriously ?

☐ TRUE ☐ FALSE

Question 3: If you can safely flee in an Active Shooter situation you should stay put?

☐ TRUE ☐ FALSE

Question 4: There are only 3 types of Emergencies

☐ TRUE ☐ FALSE

Question 5: You do not need a safety plan for Chemical hazards/ Exposures

☐ TRUE ☐ FALSE

Quiz Answer Key:

1. TRUE
2. TRUE
3. FALSE
4. FALSE
5. FALSE



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