

# Planning for Emergencies

Every workplace should have a plan for dealing with different kinds of emergencies, such as fires, earthquakes, floods, and chemical spills.

Picture the building(s) or site(s) where you work and answer these questions. Be specific.

1. Where are the closest emergency exits located at your worksite?

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2. Where are the first aid kits located?

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3. If there is an emergency, what phone numbers do you call to reach your supervisor?

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## Discussion Questions for Management & Employees

1. What kinds of emergencies are you most concerned about? Why?
2. What can management and employees do to plan for emergencies?  
(Flip this page over for tips on planning for emergencies. →)

# Planning for Emergencies

## Management Can Make the Workplace Safer

- Develop an escape plan for fires, floods, earthquakes, and chemical spills for each worksite.
- Designate a meeting area in case of emergency. If employees work alone, have employees call a designated phone number.
- Train employees on the escape plan.
- Train employees on how the fire alarm system works and how to use fire extinguishers.
- Check with the building owner to coordinate emergency plans with the building.
- Provide employees with the phone numbers for emergencies (911) and for the poison control center.

## Employees Can Follow Safe Work Practices

- Know how to reach management and/or security guards in case of an emergency.
- Keep emergency phone numbers with you, including your doctor's phone number.
- Know where to find fire extinguishers and first aid kits.
- Know where emergency exits and designated meeting areas are located.

