



EMERGENCY

PREPAREDNESS

Treat every drill as if it is the real thing.

Practice makes perfect, and “perfect” can save lives. Don’t panic, take action!



**Say “YES!”
to these KNOWS**



- **Know what types of emergencies you need to get ready for:**
 - Fires
 - Natural disasters (tornadoes, hurricanes, earthquakes)
 - Active shooter incidents
 - Chemical or gas leaks
- **Know your company’s plans for each type of emergency:**
 - Review your company’s safety manual
 - Ask your supervisor to go over anything you don’t understand
 - Make sure new hires get a thorough safety briefing
- **Know how to report emergencies:**
 - Should you dial 911 or a designated internal number?
- **Know where fire alarms and fire extinguishers are located**
- **Know the different alarms for different emergencies**
- **Know all the escape routes in your facility**
 - In case your closest one is blocked
 - For when you’re in a different area when an alarm sounds

Drill Do’s

- Do take drills seriously
- Do help keep evacuation routes clear, year round
- Do evacuate to a designated area, as quickly as possible
- Do alert management if any physical issues hinder your getting to safety
- Do exercise caution after given an official “all clear”
- Do give feedback after a drill—the good and the bad—to improve the process

Drill Don’ts

- Don’t assume a drill is a “false alarm”
- Don’t go back to your workstation for personal items
- Don’t head for the main exit instead of your closest emergency exit
- Don’t socialize during drills – remain quiet and calm and await further instructions
- Don’t use an elevator – take the stairs



When There’s an Active Shooter

- Flee immediately, if you can
- Leave belongings behind
- If you cannot flee, hide
- If you’re behind a door, lock or barricade it
- As a last resort:
 - Try to incapacitate the shooter
 - Keep moving and be distracting
 - If in close range, fighting increases your chance of survival
- Call 911 as soon as you can do so safely

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For more information on this and other safety topics, visit the member-exclusive website at **nsc.org**

Source: National Safety Council 5 Minute Safety Talks, “Drills.”



Proud Member