Knowing What to do in an Emergency

Introduction:

When you are busy at work and under pressure to meet deadlines, the furthest thing from your mind is an unforeseen emergency situation. There are many different situations that can happen, and you should be prepared in case an emergency occurs. Different types of emergencies include: illness or injury-related accidents, fires, explosions, chemical or electrical-related incidents, accidents involving mechanical equipment, workplace violence, or weather-related disasters. Because each emergency incident is unique, each will have a different response. Knowing what to do in an emergency is vital, and how you respond can save your life and those of your coworkers and customers.

Discussion Points:

- Know your company's Emergency Action Plan
- Receive proper training for emergencies
- Know how to respond in an emergency situation
- Know the evacuation route
- Report to the designated meeting area

Discussion:

The best way to prepare for an emergency situation is to address it before it happens. Developing an Emergency Action Plan specifically designed for your company and location, and performing a hazard assessment to determine the potential hazards in the workplace will be very beneficial when responding to an emergency situation. All employees should receive proper training for emergencies. They should understand the policies and procedures related to different emergency situations, including practicing different worst-case scenarios. If an emergency occurs, stay calm and know how to respond. Be familiar with the business location and address in case you need to relay information to 911 or the fire department. After calling for emergency assistance, take a few seconds to assess the situation. Know the location of SDSs, safety equipment and supplies, fire extinguishers, and know how to use them.

Before assisting in an emergency, always make sure it is safe for you to do so. Often, it is best to leave it up to emergency first responders. Know the evacuation route and where the meeting place is and report to your supervisor. An unrehearsed evacuation can result in confusion, injury, and property damage. Take the proper course of action; someday it could save lives, as well as your business.

As always, stay safe out there!