

Emergency Response Procedures Example

1. Fire Emergency

1. Activate the nearest fire alarm.
2. Evacuate the building immediately using the nearest exit.
3. Do not use elevators.
4. Assemble at the designated assembly point.
5. Report to the supervisor or designated person.
6. Do not re-enter the building until it is declared safe.

2. Medical Emergency

1. Call emergency services (e.g., 911) and provide the location and nature of the emergency.
2. Remain calm and stay with the injured person if safe to do so.
3. Provide first aid or CPR if trained and required.
4. Send someone to meet emergency responders on arrival.
5. Report the incident to the supervisor.

3. Chemical Spill

1. Evacuate the area and close doors to contain the spill if possible.
2. Alert others nearby of the hazard.
3. Notify supervisor and safety personnel.
4. Do not attempt cleanup unless trained and equipped to do so.
5. Wait for instructions from emergency personnel.

4. Severe Weather

1. Monitor weather updates.
2. Move to a designated shelter area if necessary.
3. Avoid windows and exterior doors.
4. Remain in the shelter until an all-clear is given.

5. Evacuation

1. Follow evacuation instructions from authorities or supervisors.
2. Leave personal belongings behind.
3. Use the nearest safe exit.
4. Assist persons with disabilities as needed.
5. Assemble at the designated meeting point.
6. Do not leave until accounted for.