

EMERGENCY PREPAREDNESS

Toolbox Talk



WHY IT MATTERS

- Emergencies can happen anytime — fires, earthquakes, medical incidents, or security threats.
- Being prepared saves lives and reduces injuries.
- Knowing your Emergency Action Plan (EAP) ensures quick, organized response.

COMMON EMERGENCIES

- Fire or smoke in the building.
- Earthquakes or structural damage.
- Medical emergencies.
- Severe weather or power outages.
- Security threats or active shooter situations.

KNOW YOUR EMERGENCY ACTION PLAN

- Review your site-specific Emergency Action Plan (EAP) regularly.
- Understand your role during an emergency.
- Follow instructions from emergency coordinators or security personnel.

EVACUATION ROUTES

- Know at least two exit routes from your work area.
- Keep pathways clear — do not block exits or stairwells.
- Use stairs, not elevators, during an evacuation.
- Follow posted evacuation maps and signage.

EMERGENCY MEET-UP POINTS

- After evacuating, go directly to your designated assembly area.
- Stay with your team for headcount and instructions.
- Do not leave the meet-up point until cleared by emergency personnel.

PREPAREDNESS TIPS

- Keep personal items (keys, phone) accessible.
- Report hazards that could block exits or create risks.
- Participate in drills — they prepare you for real emergencies.

KNOW YOUR EAP, EVACUATION ROUTES, AND MEET-UP POINTS — PREPAREDNESS IS THE KEY TO SAFETY.