

Safety Matters

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Emergency Evacuation Best Practices

When an emergency arises on the job, evacuating the workplace can be challenging. However, preparing in advance to safely exit the area can help ensure a smooth and successful evacuation. Consider the following emergency evacuation best practices.

Before an Emergency

- Become familiar with your workplace's emergency evacuation plan and pathways to at least two exits.
- Recognize the signaling methods of the building's fire and evacuation alarms. Know where these safety alarms are located and how to use them.
- Report damaged or malfunctioning safety alarms or backup systems to your supervisor immediately.

In the Event of an Emergency

- Leave the area quickly and in an orderly fashion, following your workplace's emergency evacuation plan.
- Listen carefully for any additional instructions issued over the building's public address system.
- Report to the designated meeting place once outside the building and wait for further information from your supervisor.
- Do not reenter the building until it is deemed safe to do so by authorities.

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One of the most important things you can do when evacuating the workplace during an emergency is to stay calm and encourage others to do the same.

EMERGENCY RESPONSE GUIDE



FIRE

EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Pull fire alarm, if possible
- Call 911
- Close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators



SEVERE WEATHER

SEVERE WEATHER

MOVE TO A SAFE LOCATION


- Give directions to meet at designated shelter area
- Close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or restroom and stay away from windows
- Remain in shelter until it's safe



URGENT SITUATION

CONTACT EMERGENCY SERVICES

- Call 911
- State who, what, where, when, why and how the situation occurred
 - Medical emergency
 - Suspicious package
 - Suspicious activity
 - Suspicious person
 - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



VIOLENT INCIDENT

AVOID | DENY | DEFEND

- Avoid**
- Pay attention to your surroundings
 - Have an exit plan
 - Quickly move away from the threat
 - Put distance and barriers between you and the threat
 - Warn others of the danger
- Deny**
- Keep distance between you and the threat
 - Create barriers to prevent or slow down the threat
 - Turn off the lights
 - Hide quietly and silence your phone

Emergency Numbers

Emergency/DSP – 911

Dover PD – 302-736-7111

Poison Control – 800-222-1222

Defend

- Be prepared to defend yourself
- Be aggressive and committed to your actions

Call 911 when you are in a safe area

When law enforcement arrives, show your hands and follow commands

November's Riddle

(Answers on page 2)

- 1- Did you hear about the scarecrow who won first prize?
- 2- What do you get when you drop a pumpkin?
- 3- Who lives in the scary Haunted Acre Wood?
- 4- What did one leaf say to another?
- 5- Why do birds fly south in the fall?

Safety Focused

Become an Active Safety Program Participant

Workplace safety is something all employees should take seriously – nothing less than the future of your family is at stake. An on-the-job accident could very easily disable you, leaving security and future plans up in the air.

Together, you and your co-workers can get your own safety program off the ground by giving your supervisors or safety leaders ideas on how to overcome or avoid hazardous situations. In a workplace, any idea no matter how small it may seem to you may prevent a serious accident.



If you are a seasoned employee, you can use your years of valuable experience to spot potential safety hazards. Or, if you are a new employee, you may be able to spot something right away that an old pro may have overlooked.

Here are some examples of rules you can follow to set an example for others and help your safety program succeed.

- Do not engage in horseplay in the workplace at any time stay focused on the task at hand.
- Allow your co-workers always to stay focused by refraining from distracting actions.
- Always wear the required personal protective equipment (PPE) and look out for new or unidentified hazards that may require new or modified PPE.
- Always watch your footing, and never run through the workplace.

- Remember that sanitation is key: keep yourself and your work area clean and free from debris.
- Know your limits – if you feel fatigued or like you cannot complete your work safely, stop and decide what you need to do to stay out of harm's way.
- Never perform work that you are unauthorized to do.
- Know what to do in case of emergency, whether it's an on-the-job injury or natural disaster.

5 Tips for a Strong Workplace Safety Culture

- 1 Look at the big picture to help your business succeed
- 2 Start at the top by enlisting business leadership
- 3 Put safety messaging front and center for employees to see
- 4 Enable two-way communication for employees to share ideas
- 5 Provide ongoing training so safety stays top of mind



In short, safety takes teamwork. Whatever your job is or whatever your duties include, keep your eyes open for hazards and report them. Help keep our safety program on solid ground.

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