

# Safety Bulletin #1

## Emergency Evacuation Drill - Educational Information

The intent of this page is to provide information to you and your employees that will aid in conducting a successful emergency evacuation drill. Please take time to review the material provided and relay it to your co-workers.

By actively participating in the emergency evacuation drill everyone will become more comfortable in dealing with an emergency if one does occur. The following are some key concepts that apply to any emergency situation:

**DO NOT PANIC.** In some situations, panic may pose a greater threat to your safety than the emergency itself. Remember to remain calm at all times.

**NEVER ASSUME AN ALARM SIGNAL IS FALSE.** In some cases, alarms may turn out to be false, but you should never make that assumption. In the event of a real emergency, time is of the essence. Evacuate the building in a safe and efficient manner.

**PERSONAL SAFETY.** No one expects you to place your self in harms way during an emergency situation. The first priority during an emergency situation is your safety and the safety of your co-workers.

**COMMUNICATION.** During an emergency, communications becomes critical. Relay to co-workers only the information that you know to be factual and reliable. Do not speculate.

**PREPARATION.** The key to an effective emergency evacuation is preparation. Familiarize yourself and co-workers with emergency plans and exercise those plans periodically.

The following are some basic steps to follow when conducting an emergency evacuation drill:

**RECOGNIZE** the emergency situation

**ALERT** the building occupants

**EVACUATE** the building

**GATHER** in one place

**ACCOUNT** for everyone

Thank you for taking the time to review the emergency evacuation information and helping to make your drill a success.