



# Life Safety Preparedness



OSHA requires that all facilities have an evacuation plan. Working with your facility manager, it's your responsibility to be prepared to exit safely and quickly in an emergency. Review this guide and ask your supervisor for all procedures that apply to you.

- 1. HOW TO REPORT:** Learn the procedure for reporting a fire or other emergency. Know the location of fire alarm pull boxes, fire extinguishers, emergency equipment and telephones.
- 2. YOUR EXACT LOCATION:** Know your organization's name and legal address (or fire number); your building, floor, suite, and/or room number; and your geographical location on the company grounds or within a large building.

In case of FIRE call 911 and provide:

Street Address \_\_\_\_\_

Floor \_\_\_\_\_ Office Number \_\_\_\_\_

Building Management Phone \_\_\_\_\_

- 3. EMERGENCY PLAN:** Know your organization's emergency plan. Learn any special coding used in your plant or building for evacuation routes. Check the floor plan for emergency exits and the recommended route to each exit.
- 4. PRACTICE** using the emergency evacuation route all the way out of the building so the route will be less confusing in a real emergency. Learn where you are supposed to congregate after evacuation so your employer knows that you are safe. **DO NOT** use elevators in an emergency.
- 5. INFORM** your supervisor, fellow employees or building security of your location. This is especially important when working irregular hours at night and on the weekends, or when working in normally unoccupied offices or spaces. If you are disabled, let them know.
- 6. PREVENTION** is the best answer to potential emergencies. Actively support and participate in fire drills, safety training classes, and safety meetings and do your part by keeping work areas clean and walkways free of obstacles. *Employees and tenants have a responsibility to know and follow safety rules.*