



EMERGENCY PLANNING

TOOLBOX TALK SERIES – EMERGENCY PLANNING

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Being prepared for emergencies is crucial to ensure the safety and well-being of everyone in our workplace. Whether it's a fire, severe weather, medical emergency, or other unexpected events, having a plan in place can make a significant difference in how we respond and recover.

Why it's important: Emergency situations can happen suddenly and without warning. Having a clear plan helps us respond quickly and effectively, minimizing injuries, property damage, and disruption to our operations.



Key elements of emergency planning:

1. **Emergency Procedures:** Familiarize yourself with our workplace's emergency procedures. This includes knowing evacuation routes, assembly points, and procedures for reporting emergencies.
2. **Communication:** Understand how emergency information will be communicated to employees. This may include alarms, PA systems, or designated individuals responsible for relaying information.
3. **Emergency Contacts:** Keep a list of emergency contacts readily accessible. This includes local emergency services, management contacts, and any relevant external agencies.
4. **Training and Drills:** Regularly participate in emergency preparedness training and drills. Practice helps ensure that everyone knows what to do in an emergency and can react calmly under pressure.
5. **Emergency Supplies:** Know the location of emergency supplies such as first aid kits, fire extinguishers, and emergency kits. Ensure they are well-maintained and easily accessible.

Your role in emergency planning:

- **Stay Informed:** Stay informed about potential hazards in your work area and how to respond to them.
- **Follow Procedures:** Follow established procedures during emergencies. This includes evacuating calmly, assisting others when possible, and reporting to designated assembly points.
- **Report Hazards:** Report any hazards or safety concerns that could potentially lead to emergencies. Prompt reporting helps prevent incidents before they occur.



Conclusion: Emergency planning is everyone's responsibility. By being prepared and knowing what to do in emergencies, we can protect ourselves, our colleagues, and our workplace. If you have any questions about our emergency procedures or need clarification on any aspect of emergency planning, please don't hesitate to ask.

