

SAMPLE

WORKPLACE SAFETY PLAN

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REMAIN CALM	
Evacuation	<ol style="list-style-type: none"> 1. Evacuate the building using the nearest exit (or alternate if nearest exit is blocked OR compromised). 2. Do not use elevators! 3. Take personal belongings (Identification/Work ID, keys, purses, wallets, cell phone, COLD weather clothing, etc.) 4. Secure any hazardous materials or equipment before leaving. 5. Follow directions given by authorities. 6. Assist persons with disabilities or special needs.
Explosion	<ol style="list-style-type: none"> 1. Evacuate the building as quickly and as calmly as possible. 2. Call 911 to report. 3. If items are falling, get under a sturdy table or desk. 4. If fire is present, stay low to the floor and exit the building as quickly as possible. 5. If trapped in debris, tap on a pipe or wall to alert rescuers. 6. Assist others in exiting the building and move to designated evacuation areas. 7. Untrained persons should not attempt to rescue people who are inside a collapsed building; wait for emergency personnel to arrive.
Tornado	<p>Tornado Watch: conditions are right for tornado; remain alert for weather conditions.</p> <p>Tornado Warning: a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of the tornado.</p> <ol style="list-style-type: none"> 1. Go to an internal, lowest area of safety; hallways, or basement away from windows and glass. 2. Do not use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch; do NOT wait for a tornado warning! 3. Close all doors, including main corridors. 4. Crouch near the floor or under heavy, well supported objects and cover your head. 5. If outside, lie down in a low lying area such as a ditch and cover your head. 6. Be alert for fire. In the event of a fire, the fire plan should be utilized.
Shelter in Place	<p>In an incident such as tornado or violent incident (see Tornado and Violent Incident), it will be safer to remain within your present location. This is called Sheltering in Place.</p> <ol style="list-style-type: none"> 1. Remain quiet and calm. 2. Be attentive to sounds and instructions from authorities. 3. Follow directions.
Fire	<ol style="list-style-type: none"> 1. Activate the nearest fire alarm pull station. 2. Evacuate the building. 3. Call 911. 4. Do not re-enter the building until authorized by emergency personnel.

<p>Hazardous Materials Release</p>	<p>Major Spills 1. Dial 911 2. Evacuate, assemble at a safe distance and designate person to communicate with the Fire Department. 3. Account for individuals. 4. Notify emergency personnel if you have been exposed or have information about the release.</p>
<p>Infrastructure Failure</p>	<p>1. If an outage is experienced relating to water, power, heat or cooling, call your local utility providers. *PRINT THAT INFORMATION HERE* 2. If an outage is experienced relating to internal telephone systems, use a cell phone to call your local phone service provider. *PRINT THAT INFORMATION HERE* If a problem is experienced relating to computer systems contact your supervisor or IT department. *PRINT THAT CONTACT PHONE NUMBER HERE*</p>
<p>Violent Incident</p>	<p>If you know the location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call 911 when safe to report incident. If it is unsafe to escape: 1. Immediately seek protection. 2. Secure area by locking or barricading door using whatever is available. 3. Stay behind solid objects away from door. 4. Dial 911. If unsafe to speak out loud, TEXT 911. 5. Minimize noise that may draw attention to your location: turn off lights, computers, radios, and put cell phones on vibrate. 6. Follow all directions of authorities, do not challenge law enforcement.</p>
<p>Suspicious Person</p>	<p>1. Do not physically confront the person. 2. Do not let anyone into a locked building/office (tailgating behind you). 3. Do not block the person's exit. 4. Call 911. Provide as much information about the person (EX: how tall, approximate age, perceived gender, what skin/hair color, description/color/type of clothing) and their direction of travel if seen.</p>
<p>Suspicious Object</p>	<p>1. Do not touch or disturb object. 2. Notify your supervisor. 3. Call 911. 4. Be prepared to evacuate.</p>