

## TOOLBOX TALK

# Emergency Response

### WHY THIS MATTERS

Emergencies can strike any site at any time — fires, collapses, chemical spills, medical events, severe weather. OSHA requires a written Emergency Action Plan (29 CFR 1910.38 and 1926.35). A poor plan leads to confusion, panic, and preventable deaths.

### EAP

Required by OSHA for every workplace

### 1:20

One evacuation warden per 20 workers (OSHA)

### 100%

Preparation saves lives in every emergency

## 5 Rules for Emergency Response Readiness

When an emergency hits, there is no time to plan — you must already know what to do:

1

### KNOW YOUR EMERGENCY ACTION PLAN

Read your site EAP. Know alarms, evacuation routes, assembly points, and who is in charge.

2

### KNOW YOUR ROLE — WHO DOES WHAT

Are you an evacuation warden? First aider? Or do you simply evacuate? Know your assignment.

3

### KNOW YOUR EXIT ROUTES — AT LEAST TWO

Your primary exit may be blocked. Always identify a backup route. Routes change as site conditions change.

4

### KNOW YOUR ASSEMBLY POINT AND HEADCOUNT

Go directly to the assembly point. Wait for a headcount. Never leave without being accounted for.

5

### KNOW WHERE EMERGENCY EQUIPMENT IS

First aid kits, AEDs, fire extinguishers, eyewash stations, spill kits. Locate them before you need them.

## Daily Emergency Readiness Check

- Do you know where the nearest two exit routes are from your work area?
- Do you know the assembly point for your site?
- Can you identify the sound of the emergency alarm?
- Do you know who the site emergency coordinator is?
- Can you locate the nearest first aid kit, AED, and fire extinguisher?

## What to Do in Common Site Emergencies

### Fire / Explosion

Activate alarm. Evacuate immediately. Do NOT use elevators. Go to assembly point. Call 911.

### Medical emergency

Call 911. Do not move the injured unless in immediate danger. Apply first aid if trained. Stay calm.

### Chemical spill / Gas leak

Evacuate upwind. Do NOT touch or walk through spills. Report to supervisor. Call HAZMAT if needed.

### Structural collapse / Cave-in

Evacuate the danger zone immediately. Call 911. Do NOT enter to rescue — wait for trained rescuers.

### Severe weather

Move to designated shelter. Stay away from windows, cranes, scaffolding, and high ground.

### Utility strike (gas/electric)

Stop work. Evacuate 50+ feet. Call utility company and 911. Do NOT operate equipment near the strike.

## Common Mistakes During Emergencies

- ✗ Not knowing the evacuation route — panic and confusion kill more people than the emergency itself
- ✗ Going back inside to get personal items — no possession is worth your life
- ✗ Untrained workers attempting rescue — good intentions without training create more victims
- ✗ Skipping the headcount — if nobody counts, nobody knows who is still inside

## Safety Tips to Remember

- ✓ Practice makes prepared — participate in every drill as if it's real, because the next one could be
- ✓ Save the emergency number in your phone — 911 (US), 112 (EU/TR), 192/193 (BR). Know your site address
- ✓ First aid training saves lives — learn CPR and basic first aid. You may be the only help available
- ✓ If in doubt, GET OUT — never stay to investigate a strange noise, smell, or alarm. Evacuate first

## Discussion Questions for Your Team

1. What is our evacuation route from here and where is the assembly point?
2. Who is our site emergency coordinator and first aider?
3. What would you do right now if you heard the fire alarm?
4. Where are the nearest first aid kit, AED, and fire extinguisher?
5. When was our last emergency drill and what did we learn?

### TOOLBOX TALK SIGN-OFF

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Attendance sheet attached:  Yes