



# TOOLBOX TALK



## TOPIC DISCUSSED:

# EMERGENCY PREPAREDNESS



All businesses should have an adequate Emergency Preparedness and Response Plan or Emergency Action Plans (EAP). This procedure/plan should facilitate the actions that must be taken by workers during a workplace emergency. The aim of such a plan is to avoid injuries or damage during a case of emergency. The employer should always ensure they have an updated and adequate plan available to avoid injuries and damages.



## QUESTIONS:

1. Where is your emergency assembly point?
2. Who is your first aider?
3. Who is your Emergency Rescue Team?

## IMPORTANT POINTS TO REMEMBER

1

### SIRENS

An alarm system must be established at the site/office/building as means of notification to all employees in case of an emergency.

The alarm system should include the following - Lights, Horns, Sirens

Identify appropriate devices for emergency that will notify all employees of emergency situations either on site/office/buildings



2

### TRAINING & COMPETENCY

Depending on risk profile, employees should be trained to deal with emergencies likely to occur.

Training should include the following -  
Firefighting, First aid, Vertical rescue/rope rescue, Hazardous substance management, civil disturbance management, crisis management.

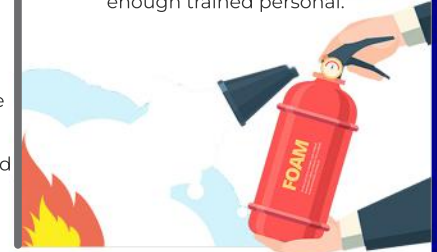


Suitable numbers of personnel need to be trained and available during work hours. Training exercises and drills must be scheduled and carried out regularly.

3

### FIRE PREVENTION & PROTECTION

FPP should including the following - FPP Risk assessment, suitable storage facilities for chemicals, mandatory signs prominently displayed, fire equipment readily available, enough trained personal.



4

### EVACUATION

Emergency escape signage must be displayed through the premises indicating the direction of escape, the assembly points to be clearly marked and employees to be trained during induction on the site emergency preparedness plan and assembly locations.

The Site/Office HSE Department, should develop initial roles and responsibilities to assist in the development of an evacuation plan.



## IF THERE IS A NEED TO EVACUATE, AN ALARM MAY SOUND:

**ALERT ALARM** - Wardens should respond; all other personnel should stand by for instructions from Wardens.

**EVACUATION ALARM** - All employees should assemble on direction of Wardens and go to the designated assembly areas. Personnel should remain in the assembly area until accounted for and given further instructions.

### THE FOLLOWING SUGGESTIONS CAN BE DONE:

Emergency number should include - Police| Fire Service| Ambulance| Ambulance Service| Hospital.

Emergency calls - When reporting and emergency, provide the following required information:

Clearly State



WHO you are

Clearly State



LOCATION of emergency

Clearly State



TYPE of emergency

EXAMPLE



