



LIFE SAFETY

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Business owners and managers should promote and encourage disaster safety and personal preparedness among employees—for example, posting “how to” materials in the workplace, encouraging employees to create a family disaster plan, and conducting educational or training programs. These efforts can be conducted online, face-to-face, or through brochures/handouts, videos, etc.

Emergency preparedness and response plans should include the following safety procedures. Each task should be assigned to either a title/position or an individual along with an alternate. These assignments should be reviewed and updated annually.

COMPLETED	Life Safety Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	Create procedures on how employees are to report emergencies (fire alarm, dialing 911, calling an internal emergency number, etc.).		
<input type="checkbox"/>	Create medical emergency procedures (who can perform them and to what extent, or whether your business will rely on the fire department or ambulatory services to provide these services).		
<input type="checkbox"/>	Create evacuation procedures (appoint a lead or team to be in charge of developing evacuation plans including how to evacuate and what routes to take, including floor plans with exit diagrams, and actions employees should take before and while evacuating such as shutting windows, turning off equipment, and closing doors behind them; the plan should also include procedures on how to account for all employees after an evacuation—e.g., sweep the area, check offices and restrooms, conduct roll call in the assembly area, etc.).		
<input type="checkbox"/>	Create shelter-in-place procedures (what actions employees should take before and while sheltering).		
<input type="checkbox"/>	Create life safety equipment maintenance procedures (AED, personal protection equipment, etc.).		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		