

# Emergency Response Reference Guide

Provided by The National Safety Council

When we have an emergency, it is VERY important that we know what we are expected to do! Therefore, you will need to have the correct information available to you in order to protect yourself from serious injury or harm. This emergency reference guide will be a valuable tool to help you with quick action procedures.

There are many types of emergencies that need to be addressed which must be customized. When an emergency arises, there are two basic questions that need to be asked.

1. Do I evacuate this facility or Not evacuate this facility?
2. What else must I do?

Let's review the specific information that you need to know and fill in the blanks for each emergency category that pertains to your location.

**Your Name:** \_\_\_\_\_  
**Your Location:** \_\_\_\_\_ (floor, mail stop, etc.)  
**Today's Date:** \_\_\_\_\_ (update periodically)

## EXAMPLE

Fire

Describe alarm-warning characteristics (visual & audible):

Intermittent sound with white strobe lights

Evacuation procedures: Leave facility; primary evacuation route - exit # 3 east, secondary - exit #2 south

Assembly location: East perimeter fence at station # 9

Non-Medical Emergency Contact: Jim Shoe, security

In-House Emergency Number: 5555

Outside Emergency Number: 911

Medical Responder (first aid / CPR): Michael Smith, first floor, ext. 2387

**General information:**

Non-Medical Emergency Contact:  
In-House Emergency Number:  
Outside Emergency Number:  
Medical Responder (first aid / CPR):

**EVACUATION OF FACILITY:**

**1. Fire**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**2. Chemical Spills (inside the facility)**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**3. Earthquake (non high-rise building)**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**4. Bomb (threat or explosion)**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**5. Violence (shooting, attack, etc.)**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**6. Bio-terrorism (anthrax, smallpox, etc.)**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**7. Other**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**DO NOT EVACUATE FACILITY:**

**1. Weather (ex. Hurricane or Tornado)**

Describe alarm-warning characteristics (visual & audible):

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Internal procedures:

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Assembly location:

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**2. Earthquake (High-rise building)**

Describe alarm-warning characteristics (visual & audible):

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Internal procedures:

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Assembly location:

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**3. Chemical Spills (outside the facility)**

Describe alarm-warning characteristics (visual & audible):

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Internal procedures:

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Assembly location:

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**4. Civil Disorder (outside the facility)**

Describe alarm-warning characteristics (visual & audible):

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Internal procedures:

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Assembly location:

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**5. Other**

Describe alarm-warning characteristics (visual & audible):

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Evacuation procedures:

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Assembly location:

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**NOTES:**

This information must be up-dated on a regular basis and as soon as there is a change in the facility, job assignments, personnel, etc.

Also, there should be an annual review of this guide to make sure that all information is accurate and meets your organizations written emergency evacuation procedures.

Special consideration must be given for the safe and timely evacuation of physically impaired people.

All exits and assembly areas must be clearly identified in order to allow an organized and safe flow of people traffic.