



**HANDLING EMERGENCIES
QUICK REFERENCE GUIDE**



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Handling Emergencies

Sound character provides the power with which a person may ride the emergencies of life instead of being overwhelmed by them.

-Og Mandino

In the case of an emergency, it is important to draw upon good communication, teamwork and leadership (formal and informal). Stay calm, think clearly and carry out activities with confidence, yet carefully.

Be Proactive-----

- A.** Know what number to dial in case of an emergency. Record it here:_____.
- B.** Know the location of fire exits.
- C.** Know evacuation plans for each area of your company.
- D.** Know the locations and how to operate emergency equipment such as fire extinguishers and defibrillators.
- E.** Know the location and contents of first aid kits.
- F.** Know your company procedures for the following emergencies:
 - a. Lost or missing child
 - b. Fire
 - c. Bomb threat
 - d. Hurricane / storm / flood
 - e. Robbery

Notes about your company emergency procedures:

Your Role in Handling an Emergency _____

- A.** In case of an emergency, stay calm.
- B.** Call the emergency number and calmly provide specific information like:
 - a. The type of emergency
 - b. Your name
 - c. Location
 - d. The name, age and condition of any victims
- C.** Remain in the area and assist as needed unless instructed otherwise.
- D.** In the event of an evacuation do the following:
 - a. Turn off all equipment and lights.
 - b. Secure money and other valuables like tickets, room keys, etc.
 - c. Assist others as you exit.

