

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting EMERGENCY ACTIONS PLANS FOR EMPLOYEES

The purpose of an Emergency Action Plan is to cover those actions that should be taken by Management and Employees to minimize the risks of injuries caused by fires, explosions and other disasters.

The Emergency Evacuation Plan will cover items such as:

1. Emergency escape procedures and emergency escape route assignments.
2. Procedures to be followed by pre-designated employees who would remain behind to perform critical operations before they evacuate.
3. Procedures to account for all employees (such as an immediate meeting place) after emergency evacuation has been completed.
4. Rescue and medical duties for those individuals who are to perform them.
5. The preferred and agreed means of reporting fires and other emergencies to the appropriate persons and who has this responsibility.
6. Names, titles, phone numbers, etc. of persons or departments who can be contacted for further information or explanation of duties under the plan.

A sufficient number of employees must be designated and trained to assist in the safety and orderly emergency evacuation of employees.

The evacuation plan must be in writing and a copy kept on the job. It must be reviewed with each employee when it is initially developed and whenever the plan is changed.

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Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting _____ **SUSPICIOUS PACKAGES** _____

UPDATED INFORMATION ABOUT HOW TO RECOGNIZE AND HANDLE A SUSPICIOUS PACKAGE

Letters containing *Bacillus anthracis* (anthrax) have been received by mail in several areas in the United States. In some instances, anthrax exposures have occurred, with several persons becoming infected. To prevent such exposures and subsequent infection, all persons should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.

IDENTIFYING SUSPICIOUS PACKAGES AND ENVELOPES

Some characteristics of suspicious packages and envelopes include the following:

Inappropriate or unusual labeling

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do Not X-Ray."
- Marked with threatening language
- Postmarked from a city or state that does not match the return address

Appearance

- Powdery substance felt through or appearing on package or envelope
- Oily stains, discolorizations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, **DO NOT OPEN IT.**

HANDLING OF SUSPICIOUS PACKAGES OR ENVELOPES

Do not shake or empty the contents of any suspicious package or envelope. Do not carry the package or envelope, show it to others or allow others to examine it. Put the package or envelope down on a stable surface; do not sniff, touch, taste or look closely at it or at any contents which may have spilled. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons. If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give the list to both the local public health authorities and law enforcement officials.

This information supplements CDC's recommendations for recognizing and handling suspicious packages or envelopes that were published as a CDC Health Advisory on October 27, 2001, and replaces information about identifying suspicious packages that was published as a Health Advisory on October 12, 2001.