

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 PREPARING FOR EMERGENCIES CHECKLIST

Emergency escape procedures and escape route assignments.

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

Procedures to account for all employees after emergency evacuation has been completed.

Rescue and medical duties for those employees who are to perform them.

The preferred means of reporting fires and other emergencies.

Names and regular job titles of persons or departments who can be contacted for further information or explanation of duties.

Establishment of an alarm system.

The types of evacuation to be used in emergency situations.

Provisions for training employees about the plan and their responsibilities.