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| RECORD OF TOOL BOX TALK | |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: Evacuation Procedures Refresh | |
| **All emergencies will require a different response; Some emergencies you may encounter at work Include:**  * A medical emergency – heart, asthma attacks etc * Armed hold up or intrusion * Suspicious Package * Cyclone – extreme weather   The response for these emergencies is available on the Emergency Procedure wall chart in your work area. Please familiarise yourself with these procedures.       |  | | --- | | GENERAL EVACUATION PROCEDURES FOR FIRES Etc. |   **STAGE 1: - Removal of people from the immediate Danger Area**  Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.  **STAGE 2: -** **Removal to a Safe Area**  If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/smoke doors to a safe area.  **STAGE 3: -** **Complete Evacuation of Entire Complex**  Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.  **STAGE 4: -** **Roll Call.**  To be conducted as soon as possible and to ensure all persons are accounted for. Report all missing persons to Emergency Services personnel | |