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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.

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| 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  |