If you've ever been the first one on the scene at an automobile accident or have been working next to someone who had a traumatic injury at work, then you know how important it is to know what to do. So often in the stress of the situation we forget some of the essentials. This can be such a stressful time, and your desire to help in a hurry mysteriously "fogs" your brain of the basics. That's why it is necessary to review some of the basics just in case you are involved in an emergency response at Colby.

**Basics:**
- From right here, where is the nearest phone to call emergency services?
- What number do you call for emergency services?
- From right here, where is the nearest fire extinguisher?
- From right here, where is the nearest exit?
- Do you know where you are supposed to meet if we have to evacuate?
- Who knows how to perform CPR?
- What are the signs of a stroke?
- What are the signs of a heart attack?
- If the power were to suddenly go off right now, what should you do?
- If very severe weather was to suddenly approach, what should you do?
- From right here, Where is the nearest first aid kit?
FOUR KEYS TO PROTECT YOURSELF IN AN EMERGENCY:

1. Note the possible hazards. You need to know what can go wrong:
   - Are hazardous chemicals stored or transported near your workplace?
   - Is your workplace an essential service or a high-profile setting that could be targeted by terrorists?
   - Are you located in a tornado zone or a natural floodplain?

2. Note evacuation procedures. You must know how to get out of the building and reach safety:
   - Right now, can you point out two exits from your work area?
   - Do you know where to assemble with your co-workers after an evacuation of the building?
   - This aspect of the emergency procedure is important because if you don’t show up there, an emergency crew might have to risk injury looking for you.

3. Find out your duties. Do you know what duties you’re expected to perform in an emergency:
   - Shutting down equipment?
   - Checking for stragglers before you leave?
   - Do you know how to call for help and who to call?

4. The alarm systems:
   - Do you know where the pulldowns are?

The Numbers:

1 every 16 Seconds there is a building fire in America
735,000 Americans have a heart attack every year
3 Million Americans will have an injury at work every year
Questions/Discussion:

1. What do you think are the most probable emergencies that would occur at Colby?
2. Are we prepared? Do you know what you would do?
3. Statistically, you are more likely to be exposed to an emergency outside of the workplace rather than here. What steps have you taken at home to be prepared for an emergency?

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Questions, concerns or comments contact the EHS Director at extension 5504.