



Drills reference card

All drills will be practiced on a rotating basis monthly. There may be more than one each month. Some may be announced ahead of time; others may be impromptu.

Fire

Warning signals may include announcements, a fire alarm, and strobes. Please quickly exit and do not stop to clean up your area or finish any work. Meet your team at the West side lawn assembly area. All employees must evacuate and be accounted for.

Evacuation

Similar to fire drills; may occur due to chemical concerns, threats or other safety concerns. Quickly exit and do not clean up your area or finish any work, but turn off appliances. Meet your team at the West side lawn assembly area.

Shelter-In-Place

This is a precaution aimed to keep you safe by taking refuge in a small enclosed/interior room that is above ground level. Lock doors and windows. Based on your rotating work station each month you will have a new location for SIP.

Medical Emergency

This drill helps non-medical personnel assist with medical responses until professionals arrive. This may involve wound care, CPR, dealing with shock, sprains, breaks or more. Know where the first aid kit is located.

Security

This can include a bomb threat, active shooter or other critical situations that are a threat to overall security. Details of each drill are covered in a separate training.

Communication

Know your team leader and have their number saved in your phone, listed in favorites and as an ICE (in case of emergency) number; have a list of phone tree members and who is ahead and behind you on the list.

I am on team _____

