



# Minnesota Electrical Association

## Electrical Toolbox Talks

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### Emergency Preparedness

#### Notification of Emergency Warning

1. Workers receiving notification of a possible disaster (fire, tornado, earthquake, bomb threat, hazardous chemical spill, and the like) will immediately notify their supervisor.
2. Workers will notify other employees through the use of \_\_\_\_\_ (intercom, alarm system, paging system, other).
3. Upon hearing the above warning, employees will, if time permits, shut off power to equipment being operated and proceed to \_\_\_\_\_ (evacuation site or safe assembly area).
4. Employer will post a map for all evacuation sites, safe assembly areas and the proper route of exit. \_\_\_\_\_ (location of map)
5. With the exception of fire or bomb, employees will evacuate building when authorized by the Emergency Control Committee or ranking member of management.
6. Employer will place a list of all emergency phone numbers by each telephone.
7. If an emergency occurs, the \_\_\_\_\_ (office manager, ranking member of management present, other designated position) will be responsible for contacting the appropriate agency.
8. Neighboring businesses will be contacted by \_\_\_\_\_ (designated person) to provide mutual aid and warnings of natural disasters.

#### Emergency Control Committee

1. The Emergency Control Committee consists of the following people:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

The ranking member on the committee is: \_\_\_\_\_

2. During an emergency situation, the ranking member of management will have the final authority to coordinate procedures and amend, modify, or supersede any provisions of this plan in order to ensure employee safety.

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# Emergency Preparedness

(continued)

## Utility Controls

1. Employer will tell all employees where the controls for shutting off the gas, electricity, and water services into the building are located and how to turn them off.

Water: \_\_\_\_\_

Gas: \_\_\_\_\_

Electricity: \_\_\_\_\_

## Listing of Hazardous Materials

1. Employer has a list of hazardous materials and storage locations, Material Safety Data Sheets cataloged for all hazardous materials, and training information to explain proper material handling.
2. Employer has placed telephone listings of all emergency telephone numbers by each phone.

## Notes on Tornadoes

Weather Emergency Tips for tornadoes are to:

- Monitor latest weather advisories
- Move personnel to designated safe assembly area
- Open any windows or doors to equalize pressure
- After tornado passes, restore calm and check for injuries and damage.

For additional safety information check manufacturer's guidelines, contact a competent professional or the OSHA Consulting Office.

***These rules are samples only. Each employer is responsible for working with his/her employees to write rules that meet the specific needs of their individual company and type of work. Each employer is responsible for assessing the accuracy of their rules and keeping them current. OSHA requires a minimum of an update and employee re-training annually.***