

# At Risk At Work:



## Safe in your Workplace

### What to Do in case of an emergency

- In case of an emergency exit the building.
- Use the posted building escape plan.
- Alert others in your area.
- Assist those with physical handicaps to an exit.
- Once out stay out! Meet at designated meeting place.
- Call 911 from a safe location.
- Give dispatcher as much accurate information as possible.
- If it's not possible to escape from the floor that you are on, try to go to a room with an outside window.

**See other side for information**



This information brought to you by the Phoenix Fire Department

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# TIPS FOR A SAFE WORKPLACE

- Know your building escape plan and participate in scheduled building evacuations periodically.
- Assign evacuation assistants to help with floor/area evacuations.
- Keep personal work space areas clear of any debris that may impede your safe exit.
- Be familiar with your secondary exit in case primary exit is blocked.
- Use stairwells to evacuate building. Proceed down to street level exit.
- Do not use elevators.
- Be familiar with location of fire extinguishers.
- Cell phone and personal flashlight can be helpful during evacuation.
- Follow emergency exit signs to an exit.
- Help others who are physically unable to exit the building.
- Keep fire lanes clear, at all times, for emergency apparatus.

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