

## Office Emergencies

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SAFETY SHARE COURTESY OF: Jenna Nyberg, TXAPA Marketing Assistant



The average person will spend 90,000 hours at work over a lifetime – that’s about 1/3 of your life. We often worry about safety hazards in the outside world, but it’s important to consider your workplace and make sure you know how to protect yourself and others while there.

Few people can think clearly and logically in a crisis, so advance planning is always best. Here are a few main ways to plan for and avoid any life-threatening situations while at work:

- Hold a training session for all staff to ensure they know where to locate and how to use fire extinguishers, defibrillators, and any other emergency equipment.
- Have plans in place for any unforeseen events, such as an intruder or suspicious person in the building, fires, or extreme weather situations.
- Make sure all employees are aware of proper safety protocols and post emergency plans around the office as a constant reminder.
- If you notice any entry alarm or fire alarm isn’t functioning properly, report the issue to keep everyone in the building safe.
- Develop a preferred method for reporting any type of office emergency.

When developing an emergency action plan, it’s a good idea to look at a wide variety of potential emergencies that could occur where you work so the plan can be tailored to your workplace. Developing an emergency action plan means you should do a hazard assessment to determine what physical or chemical hazards in your workplace could cause an emergency. If you have more than one worksite, each site should have an emergency action plan.