

What's the big deal if...



...I don't go to our team's designated meeting area during an evacuation?

Why it is a big deal
<ul style="list-style-type: none">• Your manager/team leader and colleagues will not know that you got out of the building and will not be able to account for you• You will miss any information provided and/or instructions to follow
Scenario
You're leading a meeting when alarms sound, indicating that you must evacuate. What should you do?
Possible actions (vote on the correct answer)
<ul style="list-style-type: none">• Option 1: Exit the building and grab lunch as it's almost noon• Option 2: Finish the meeting quickly, then go to your designated meeting area• Option 3: Secure your work materials and go immediately to your designated meeting area
Explanation
<ul style="list-style-type: none">• Option 3 is the correct answer• Always go immediately to your team's designated meeting area. In doing so, your manager/team leader and colleagues will know that you are safely out of the building and can provide you with information and further instructions
Key take-aways
<ul style="list-style-type: none">• Always know the location of your designated meeting area• When the alarm sounds for an evacuation, leave the building in a calm and orderly manner and go directly to your designated meeting area• Do not cause any unnecessary delays while exiting (e.g. texting, stopping to talk, waiting for a colleague to catch up with you, etc.)• Follow the instructions of your manager/team leader or your Building Emergency Organization (BEO) member
More information
<ul style="list-style-type: none">• Employee's Guide to Emergency Situations• Building Emergency and Evacuation Teams Toolkit