

Talk No: 56	Title: EVACUATION PROCEDURES
Introduction: In the event of an emergency (fire, explosion, bomb threats, natural disasters, etc.) it may be necessary for you to evacuate your building. If you work on a client site and not an ABM building, it is important to remember to follow the evacuation procedures for your site.	
Main points: – You should have an understanding of where the emergency exits are and your safest route out of the building/site. – You should know the sound of the fire alarm, and/or coded tannoy calls – Familiarise yourself with the locations of your assembly point, first aid boxes, call points etc. – All employees should participate in fire drills and any other training which is required of them – Be aware of the reporting procedures for your site – If you see something suspicious, report it immediately Discussion points: – Know the evacuation procedure for your site – If evacuated, make your work area safe before leaving – Leave by the nearest safe exit route, encourage others to follow you – Never return to the building until told it's safe to return – Never leave the site during an evacuation, even if your shift has ended, you could be reported as missing? FOLLOW PROCEDURES – YOUR LIVES ON THE LINE?	
Notes:	