



SAFETY TAILGATE MEETING

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Company	Mark Wilson Construction, Inc	Project	City Center Bldg & Site Dev.		
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EMERGENCY EVACUATION

INTRODUCTION

What would you do if there is a fire? An earthquake? An explosion? Some may think that discussing emergency evacuation procedures is only needed when working inside an existing building. However, where inside or outside, a plan is needed to account for everyone's safety.

In our meeting, we will discuss the following:

(1) PREPARING FOR AN EMERGENCY

(2) WHAT TO DO IF THERE IS A FIRE

(3) WHAT TO DO IF THERE IS AN EARTHQUAKE

PREPARING FOR AN EMERGENCY

AT THE START OF EACH JOB: Have a written Emergency Action Plan. Decide on an "Emergency Staging Area". This is a place where everyone will meet if there is an emergency. This will be outside the building or construction site and away from buildings, overhead power lines or other items that could fall on you.

HAVE A MEANS TO SIGNAL THE NEED TO EVACUATE: One option is an air horn. Three blasts are the signal to evacuate. Always call 911 in the event of an emergency.

DESIGNATE RESPONSIBILITIES:

Captain: The person who makes the decisions and takes count of everyone at the staging area. Designates someone to turn off any utilities if it is safe to do so.

Assistant: Assumes the Captain's responsibilities if he is not available.

WHAT TO DO IF THERE IS A FIRE

- If you are trained to use a fire extinguisher and it is safe to do so, put the fire out. You should only do this if the fire is small enough that one extinguisher can extinguish it. **Note: Ensure you use the correct type of fire extinguisher for the situation.**
- If is not a simple fire, that is easily put out, call 911 and evacuate the building or site.
- Proceed to the emergency staging and wait for further instruction.

Other important notes:

- If you are inside a building and in a room, close doors as you leave and do not lock them. This can help control the fire and smoke, and allow the fire fighters easier access.
- If there is smoke, get low to the ground and crawl your way out.
- If you are on fire, STOP. DROP and ROLL. Have someone else use a fire extinguisher on you.

WHAT TO DO IF THERE IS AN EARTHQUAKE

IF OUTDOORS:

- Get away from buildings, powerlines, or any other items that could shatter or fall on you.
- Proceed to the emergency staging area when it is safe.

IF INDOORS:

- Get away from glass or items that could fall on you.
- Get under something sturdy that will not collapse on you if the ceiling or other items collapse. Curl up and protect your head.
- When it is safe, proceed to the emergency staging area.

Attendees Names

Attendees Signatures

Indi Randol

Indi Randol

David Peters

David Peters

CONDUCTOR SIGNATURE

A handwritten signature or set of initials in black ink, consisting of a vertical stroke on the left and a curved stroke on the right.

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