

















# A Minute for Health & Safety

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## Emergency Preparedness at Work

### What Can You Do To Prepare?

There are things you can do to better prepare for an emergency situation at work:

- ✓ Know the 3 overarching, campus-wide emergency procedures
  -  ➤ Evacuation [www.yorku.ca/epp/guidelines/evacuation.htm](http://www.yorku.ca/epp/guidelines/evacuation.htm)
  -  ➤ Shelter in Place [www.yorku.ca/epp/guidelines/shelterinplace.htm](http://www.yorku.ca/epp/guidelines/shelterinplace.htm)
  -  ➤ Lockdown [www.yorku.ca/epp/guidelines/lockdown.htm](http://www.yorku.ca/epp/guidelines/lockdown.htm)
- ✓ Know your building
  -  ➤ A primary and secondary evacuation route 
  -  ➤ Location of fire alarm pull stations
  -  ➤ Location of closest fire extinguisher
  -  ➤ Location of closest First Aid Kit
  -  ➤ Location of Safety Phones
- ✓ Have extra items or 24-hour kit in your office
  -  ➤ Water and Food (closed container/package) 
  -  ➤ Flashlight and batteries 
  -  ➤ Prescriptive Medications
- ✓ Ensure your area's emergency communication tree is up to date
  - Know how to contact your supervisor and/or staff
- ✓ Download the Safety App on your mobile device <http://safety.yorku.ca/mobileapp>
- ✓ View these and many more tips at: [www.yorku.ca/epp/personalpreparedness.htm](http://www.yorku.ca/epp/personalpreparedness.htm)

### What has York University Done to Prepare?

York has taken steps, centrally and locally, to prepare for emergency situations:

- ✓ The Office of Emergency Preparedness has developed an Emergency Preparedness Master Plan [www.yorku.ca/epp/documents/YorkUniversityEmergencyPlan.pdf](http://www.yorku.ca/epp/documents/YorkUniversityEmergencyPlan.pdf)
- ✓ Each Faculty has more detailed Emergency Preparedness Sub Plans
- ✓ An Emergency Response Wardens program [www.yorku.ca/epp/response.htm](http://www.yorku.ca/epp/response.htm)
- ✓ An Emergency Response Hazard Inventory is maintained for each lab room In Chemistry, Farquharson, Life Science, Lumbers, and Petrie buildings
- ✓ Emergency Building Notification Systems (Listservs, LCD screens, PAs)

### Who Do I Contact in an Emergency Situation?

If the situation is...	Life Threatening an Urgent Matter a Hazardous Spill	<b>call 911</b> call ext. 33333 or 416-736-5333 call ext. 55491 or 416-736-5491
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