

Disaster Preparedness and Response Briefing For Group Meetings and Events

Protect yourselves and your staff, clients, guests and visitors by making safety and preparedness part of your culture. Start every group event, meeting or other gathering with a short safety briefing, including these items:

- ❖ “Preparedness is not about being fearful. An emergency could occur at any time, but it only takes a minute to be safer and more prepared.”
- ❖ “If an earthquake should happen while we are together, Drop, Cover and Hold. Cover your neck and close your eyes for added protection.”
- ❖ “When the earthquake has stopped or for other emergencies, the emergency exits are _____.”(Point out the closest available exits.)
- ❖ “In the event of an evacuation, our "rally point" where we will meet is the _____. Please look to your left and right and remember your neighbors and check for them at the rally point.”
- ❖ “The nearest fire extinguisher is located _____, first aid kit is located _____ tool kit is located _____.” (Point out each location.)
(REMEMBER, if you are not at your site, check with the site staff for these locations upon your arrival.)
- ❖ “Is anyone here certified in First Aid/CPR? Please raise your hand.” (or stand for a large group).

Source:

Thrive: The Alliance of Non-Profits for San Mateo County

