



Tri-States ARC

Safety Briefing

- Smoking is not permitted at or around building entrances.
 - Emergency Exit: Turn left after exiting meeting room then take an immediate right and proceed down the hallway. Exit the door at the end of the hallway and meet out at the Outdoor Pavilion across the road unless instructed otherwise by first responders. Do **NOT** leave, we need to know that everyone is accounted for 1st!
 - Ask for a volunteer to get a head count.
 - Invacuation: Be familiar with in-building secure areas in case of impending tornado and severe wind/weather or other emergency. The interior hallway past the bathroom are secure areas located away from exterior walls and windows.
 - Evacuation: Follow the emergency exit instructions unless instructed otherwise by emergency personal on site.
 - Fire Extinguisher: The Fire Extinguisher is located _____.
 - First Aid Team: There is a First Aid Kit located _____.
- * Ask for a backup volunteer if more than one person is attending the meeting.**



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CPR Volunteer:

- Ask for a certified volunteer to perform CPR.
- AED (Automatic External Defibrillator) located at _____.

911 Phone Call:

- Ask for a volunteer to call by dialing 9-1-1 and also to meet the emergency personnel outside.
- Give emergency personnel the address to the Rock Spring United Methodist Church which is: **3477 Peavine Rd, Rock Spring, GA 30739**
- Be sure to give a phone number that you can personally answer if needed.

Pagers and Cell Phones: Please ask attendees to turn off any pagers, cell phones or to place them in 'silent' mode.

Tripping Hazards: Please watch for extension cords, laptop bags, briefcases, purses/bags, umbrellas or other possible tripping hazards.

Special Needs: Please ask if there are any special needs that need to be accommodated in case of an emergency.