NEW EMPLOYEE ORIENTATION CHECKLIST

- Program Public Safety numbers for both campuses in work or personal cell phone, or both
- Location of emergency stairwells
- Location of fire-alarm pull stations
- Location of fire extinguishers
- Location of first-aid kit
- Review of “9-1-1” guidelines
- Personal emergency supplies, as recommended
- Evacuation procedures—predesignated assembly area
- Relocation procedures—predesignated assembly area
- Special needs
- Introduction to Emergency Response Plan