

WORKPLACE EMERGENCY READINESS

Workbook & 30-day plan

Scorecard · Medical · Driver · Violence
30-day plan · Role card

STEEL WATER TRAINING

Always Ready. Always On GUARD™

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Central & Northeast Florida · Veteran-Owned

How to use this workbook

Preparedness tool - not an OSHA, legal, insurance, or compliance audit. Score honestly (0 / 1 / 2). Use the modules and 30-day plan to close gaps. Every gap needs an owner, date, and verification.

0 = No / unsure · 1 = Partial · 2 = Yes / verified · Maximum 20

Section 1 - Readiness scorecard

#	Item	Points
1	Emergency roles assigned on every shift (911, meet EMS, accountability)	___
2	AED visible and unobstructed during all operating hours	___
3	First-aid and bleeding-control supplies inspected on a schedule	___
4	Staff can call EMS and direct responders to the exact patient location	___
5	Evacuation routes and rally points understood - not just posted	___
6	Process for threats, aggression, and escalating behavior	___
7	Active-violence expectations discussed or trained, as appropriate	___
8	Drivers have written rules for distraction, crashes, roadside events, and reporting	___
9	Backup communication if power / internet / cellular service fails	___
10	At least one emergency scenario practiced in the last 12 months	___

Total: _____ / 20 · 16-20 strong foundation · 10-15 solid start · 0-9 significant gaps

Not certification. Call 911 in emergencies.

Section 2 - Medical & AED

- AEDs mapped on a simple floor plan shared with staff
- Bleeding-control supplies placed where the hazard exists
- At least one person per shift can start Hands-Only CPR and use an AED
- EMS access route is clear (gates, codes, after-hours access)
- Visitors / contractors included in the medical-response plan

Notes:

Section 3 - Driver & roadside

If you have drivers: stop before using phone/app; define crash priorities; cover roadside kits, backing, fatigue, and weather.

- Written rule: vehicle stopped before phone/scanner/app use
- Crash priorities: safety, 911, traffic, company notification, documentation
- Roadside kit expectations defined
- Orientation covers backing, parking lots, fatigue, weather, breakdowns

Driving notes:

Section 4 - Violence & de-escalation

- Process to request help for escalating behavior
- Staff can disengage when safety thresholds are crossed
- Spaces that could trap employees are identified
- Boundary phrases and role handoffs practiced at least once
- Written guidance on when threats should trigger a 911 call

Notes:

Not certification. Call 911 in emergencies.

Section 5 - 30-day plan

Week 1 - Assess
Walk the site. Map AEDs, kits, exits, shutoffs. List the top 3 gaps.

Owner / date / done?

Week 2 - Prepare
Name roles and backups. Correct the easiest physical gaps.

Owner / date / done?

Week 3 - Practice
Run a 15-minute tabletop scenario. Write down what failed.

Owner / date / done?

Week 4 - Improve
Schedule one hands-on training priority. Verify weeks 1-3. Rescore.

Owner / date / done?

Sample role card (customize)

Role	Primary	Backup
Call 911	_____	_____
Bring AED	_____	_____
Meet EMS	_____	_____
Accountability	_____	_____

Sources listed in the source workbook: OSHA; NHTSA; AHA. Not a certification course or compliance audit. Steel Water Training LLC · (904) 593-2199
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