

Checklist for the ERO team



**“WORKING
TOGETHER
for the safety of our
organisation”**

- ☐ Do you know what is in the company emergency plan?
- ☐ Do you know where to find fire extinguishers, first aid kits and AEDs?
- ☐ Do you know where the gas, water and electricity shut-off points are?
- ☐ Do your colleagues know that you are an emergency response officer?
And who else is Emergency Response Officer?
- ☐ Can visitors and non-ERO personnel raise an internal alert?
- ☐ Are your colleagues aware of ‘what to do in the event of’?
- ☐ Is it agreed who will alert the emergency services?
- ☐ Do you take part in an annual evacuation exercise?
- ☐ Do you know the internal alerting procedure?
- ☐ Are the escape routes and emergency exits clear?
- ☐ Do you know where the assembly point(s) are?
- ☐ Are the bandages in order?



FIRST AID

THE MOST IMPORTANT POINTS:

- 1 Beware of danger.
- 2 Find out what happened and then what's wrong with the victim.
- 3 Reassure the victim and provide shelter.
- 4 Get professional help.
- 5 Help the victim where they are lying or sitting.

**FIRST RAISE THE ALARM AND
ASK FOR HELP
THEN RESUSCITATE!**

Life-threatening and urgent: Call 112.

