

# Safety Training Discussion Points

### **Safety Training Discussion Points – Property Management**

Familiarize and post EAP in office

Retain the site plan, EAP and green/red window sign in a safe, but readily available place.

Move First Aid Kit to the closet in the master bedroom

Assess the level of supplies on a monthly basis (put Outlook reminder on calendars); send Javonna an email if you need more of anything

Locate the Knox Box on site so you can provide information if needed to emergency personnel

Hold mock emergency drills to enact response and make modifications as necessary

Hold mock emergency drills semi annually

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Revision #1

Created 19 April 2023 16:21:11

Updated 14 May 2024 20:10:27