



23rd Annual Pennsylvania Rail Freight Conference

Pittsburgh, Pennsylvania

May 22, 2014

Safety Briefing

- Today we will be in the Admiral, Reflections and Waterfront rooms on the ground floor of the Sheraton Station Square located at 300 West Station Square Drive in Pittsburgh, PA.
- The nearest hospital is Mercy Hospital located at 1400 Locust Street; phone number is (412) 232-8111.
- There are no building emergency fire drills scheduled for today.
- If the alarms go off, please orderly vacate the building by exiting the room and turning right. Exit through the glass doors out onto the terrace. Walk around the building and meet in the 1st level of the parking garage.
- Should the exit to the terrace be blocked, please turn left out of the room and exit the hotel from the front entrance. Plan to meet in the 1st level of the parking garage.

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- Kay Aikey, the conference registrar, will have the hardcopy registration list to confirm all conferees are accounted for.
- In the event of an emergency, Sara Walfoort will dial 0 from any hotel phone to reach hotel personnel.
- In an extreme emergency, John Burch will dial “911” and will meet EMT’s outside the front entrance.
- Will those certified to perform CPR please raise your hand? Everyone, please note these individuals.
- The Hotel has an AED device located by the Bellman Stand in the front of the hotel.
- If anyone here requires emergency evacuation assistance, please notify Sara Walfoort, Sarah Gulick, Rudy Husband, Jeff Stover, Larry Malski, John Burch or myself.

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- Please take note of the person sitting to your left and to your right. Be sure to locate them should we need to vacate the building.
- If you have a medical condition and are willing to share, please let your neighbor(s) know your condition.
- When entering, exiting or walking about the room, watch for any potential tripping hazards (chairs, briefcases, purses, cords).
- Please push your chair in when leaving the room.
- Remember to remove your badge before leaving the hotel.
- Lastly, if you see something out of the norm, please say something.