Locate all appropriate fire exits (remember, nearest may be blocked in emergency).
Locate nearest fire extinguishers.
Locate and review building evacuation procedures (under some circumstances you may want to ask building manager how building evacuations are notified, particularly in the event of threatening weather).
Learn tornado and severe weather procedures.
Learn who is in charge of the facility and would serve as your contact in time of medical or fire emergency. Room number? Phone number? Remember, you may need to send someone else.
Do you have phone access? Where?
Learn protocol for contacting emergency support at the facility (e.g., 911, 9-911, or '0' etc.).
Determine location of any hazardous areas in building (e.g. construction).
When setting up electronic equipment, be mindful of cord safety –tape down extension cords to prevent trip hazards (don’t forget power strips and appropriate extension cords).
Think safety and emergency egress when setting up the room.
Make attendees aware during opening announcements of any of the above items as appropriate.