

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C373: Emergency Evacuation Plans

Introduction: The goal of creating an emergency evacuation plan is to ensure the well-being of everyone at your workplace during an emergency evacuation. It is crucial that all employees know what procedures must be followed to protect themselves. Following are guidelines for creating an emergency evacuation plan at the workplace:

The workplace must have a primary evacuation exit and an alternate exit.

An essential part of your emergency plan is an evacuation diagram – a floor plan of your building that shows evacuation exits and describes the emergency evacuation procedure. Mark the exit routes on the diagram so that they are easy to see.

Post diagrams showing the evacuation routes and exits where all employees will easily see them. Clearly identify the exits and the exit routes in your plan. Exits must be clearly marked, well lit, visible under emergency conditions, unobstructed, and wide enough to accommodate employees during an evacuation.

To protect themselves during an emergency, all employees must understand the following elements of the emergency evacuation plan. Discuss these points as they apply to your company:

- The roles of the designated emergency evacuation coordinators. The emergency evacuation coordinators are predetermined employees or management who are responsible for determining the nature and extent of the emergency, determining whether an evacuation is necessary, coordinating other employees' activities during an emergency, and other emergency-response tasks for which they've volunteered and been properly trained - such as communicating with professional responders and sharing critical information about the nature of the emergency.
- The method(s) for warning employees of emergencies can be a public address system, portable radio, alarm, or any other means that will warn all employees. Alarms must be distinctive, recognizable by all employees, and have a back-up power supply in case the primary power fails.
- The method for contacting employees' next of kin after an emergency. Employees may not be able to contact friends or relatives after an emergency. Have a file of employee contact numbers which can be taken by the designated emergency coordinator during an evacuation.
- The procedure for summoning emergency responders. This procedure must be determined in advance and an employee designated who is responsible for contacting emergency responders. Ensure that the designated employee is familiar with, and has the phone numbers necessary to contact the responder appropriate for the nature of the emergency. These phone numbers must also be prominently posted at the workplace.
- The location of safe meeting areas. Designate a meeting area a safe distance away from the emergency site and ensure that employees know where to meet after evacuation. A predetermined emergency scene coordinator must take a roll call to identify employees not present.
- Employees may also need to know how to shut down critical equipment during an evacuation.

Have a file of employee contact numbers which can be taken by the designated emergency coordinator during an evacuation.

If your workplace has 11 or more employees, it must have a *written* emergency action plan that includes the following information: Name and title of employee to contact for information about the duties, and procedures that cover reporting, emergency operation or shut down of critical equipment, and rescue and medical duties.

Conclusion: An important element of emergency planning is getting employees involved in the planning process; when employees participate, they'll take the plan seriously and be more likely to respond appropriately during an emergency. The purpose of the Emergency Evacuation Plan is to ultimately ensure the safety of all personnel.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.