



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's crucial that all employees know the procedures to follow to protect themselves. Here are the 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 the locations of evacuation exits and describes the emergency evacuation procedure. Mark the exit routes on the diagram so that they're easy to see.

Post diagrams showing the evacuation routes and exits in locations where everyone will easily see them. Clearly identify the exits and the exit routes in your plan. Make sure the exits are clearly marked, well lit, visible under emergency conditions, unobstructed, and wide enough to handle the number of employees who will use it during an evacuation.

To protect yourself during an emergency, everyone needs to understand the following elements of the emergency evacuation plan:

- 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 for notifying 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. Make sure there's a file of employee contact numbers that can be taken by the designated emergency coordinator during an evacuation
- The procedures for summoning emergency responders must be established in advance, and must identify the person responsible for contacting them. Make sure 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 emergency evacuation plan must identify the location of safe meeting areas. The meeting area should be a safe distance away from the emergency site and all employees must know where to meet after evacuation. A predetermined emergency scene coordinator must take a roll call to identify employees not present
- The plan should also identify employees who will be responsible for shutting down critical equipment 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, the procedures that cover reporting, emergency operation or shut down of critical equipment, and rescue and medical duties.

Conclusion: A key element in emergency planning is getting employees involved in the 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)

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_____	_____
_____	_____
_____	_____

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.