

EMERGENCY EVACUATION PLAN

An Emergency Evacuation Plan has been established to ensure a safe and orderly evacuation in case of fire or other emergency situation, and to account for each employee to assure their safe exit from building.

A diagram is posted in all work areas showing evacuation routes and staging areas, as well as the general evacuation instructions. All employees have the obligation to make themselves familiar with the procedures applicable to their work area.

When emergency evacuation is necessary:

1. Remain calm at all times; do not panic.
2. Try to shut off all equipment in work areas prior to evacuation unless doing so would endanger you and others.
3. Exit work area calmly via the designated evacuation routes; walk quickly, DO NOT RUN. NEVER use the elevator.
4. Walk in single file, keeping to the right in walkways and stairways.
5. Merge alternately when two lines meet at various floor landings.
6. Use handrails when proceeding down stairways.
7. People using wheelchairs/crutches should be carried down stairways; wheelchairs/crutches should not be taken into stairways.
8. Upon exiting, proceed immediately to the designated staging area, following appropriate escape routes.
9. Remain at the designated staging area until you receive further instructions from your supervisor or program manager.

REMEMBER: The final decision to evacuate your area rests with you. Common sense and good judgment should be used as your guide at all times.

Supervisor or Program Manager:

1. Assess the situation and determine whether an emergency exists which requires emergency evacuation.
2. Direct all efforts in the work area including calmly evacuating personnel, preventing injury, and minimizing property loss.
3. Ensure that emergency services are notified when necessary.
4. Notify supervisor of location and severity of emergency, so they can communicate with the emergency personnel when they arrive.
5. Account for all the personnel assigned to your staging area, arrange for necessary first aid, and report any missing personnel to your supervisor or other persons in authority, who will report to the emergency personnel.
6. Be prepared to advise emergency personnel of service equipment inside the building and other applicable information.
7. Providing emergency personnel with keys to locked rooms and secured areas, and required for emergency devices and equipment.

When we share the responsibility for safety in the workplace, everyone wins!!