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# Emergency Evacuation Plan

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Your emergency action plan should include the following:

- .A preferred method for reporting fires and other emergencies;
- .An evacuation policy and procedure;
- .Emergency escape procedures and route assignments, such as floor plans, work-place maps, and safe or refuge areas;
- .Names, titles, departments, and telephone numbers of individuals both within and outside your company to contact for additional information or explanation of duties and responsibilities under the emergency plan;
- .Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating; and
- .Rescue and medical duties for any workers designated to perform them. You also may want to consider designating an assembly location and procedures to account for all employees after an evacuation.

**In addition, you may find it helpful to include in your plan the following:**

- .The site of an alternative communications center to be used in the event of a fire or explosion; and
  - accounting records, legal documents, your employees' emergency contact lists, and other essential records.
  - .A secure on- or offsite location to store originals or duplicate copies of
- Your plan should include** a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies. Among the steps you should consider are the following:

• Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan;

• Make available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others; and

• Stipulate that alarms must be able to be heard, seen, or otherwise perceived by everyone in the workplace. You might want to consider providing an auxiliary power supply in the event that electricity is shut off, and

• Provide an updated list of key personnel such as the plant manager or physician, in order of priority, to notify in the event of an emergency during off-duty hours.

Other Important Steps  
to Consider when  
Preparing Your  
Emergency Evacuation  
Plan!

**A** *disorganized evacuation can result in confusion, injury, and property damage.*

That is why it is important to determine the following:

■ Conditions under which an evacuation would be necessary;

■ A clear chain of command and designation of the person in your business authorized to order an evacuation or shutdown. You may want to designate an “evacuation warden” to assist others in an evacuation and to account for personnel;

■ Specific evacuation procedures, including routes and exits. Post these procedures where they are easily accessible to all employees;

■ Procedures for assisting people with disabilities or who do not speak English;

■ Designation of what, if any, employees will continue or shut down critical operations during an evacuation. These people must be capable of recognizing when to abandon the operation and evacuate themselves; and

■ A system for accounting for personnel following an evacuation. Consider employees’ transportation needs for community-wide evacuations.

**I**n the event of an emergency, local emergency officials may order you to evacuate.

Whether local emergency officials order you to evacuate or a designated person within your business is responsible for making the decision to evacuate or shut down operations, the first priority should be to protect the health and safety of everyone in the facility. If ordered to evacuate, shut off the water, gas, and electricity. If you have access to radio or television, listen to newscasts to keep informed and follow whatever official orders you receive. In the event of a fire an immediate evacuation to a pre-determined area away from the facility is the best way to protect employees.

**A**ccounting for all employees following an evacuation is critical.

To ensure the fastest, most accurate accountability of your employees, you may want to consider including these steps in your emergency action plan:

- .Designate assembly areas where employees should gather after evacuating;
- .Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge;
- .Establish a method for accounting for non-employees such as suppliers and customers; and
- .Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.

**P**rovide general training for your employees.

- Individual roles and responsibilities;
- Threats, hazards, and protective actions;
- Notification, warning, and communications procedures;
- Means for locating family members in an emergency.
- Emergency response procedures;
- Evacuation, shelter, and accountability procedures;
- First-aid procedures;
- Location and use of common emergency equipment; and
- Emergency shutdown procedures.

