



GOALS

This safety session teaches employees to:

- Understand when and how to evacuate during an emergency.
- Quickly identify emergency alarms and evacuate properly.

Applicable Regulations: 29 CFR 1910.37, .38, .165, .1200(h)



1. The Occupational Safety and Health Administration (OSHA) requires most employers to prepare for emergencies with alarm systems, marked exits, and written emergency plans.

- Employees have to be able to move quickly and properly if there's a fire, explosion, toxic chemical release, or other emergency.

2. An alarm is a signal to begin emergency procedures immediately.

- Be able to recognize the alarm sound and know what emergency it's announcing.
- Know how and when to turn in an alarm and/or whom to contact if you spot an emergency.

3. Emergency plans spell out employee roles and escape routes.

- In certain less-than-disastrous emergencies, specific employees may be assigned to:
 - Delay their evacuation.
 - Monitor essential services like power or water.
 - Complete steps and stages needed to shut down certain processes safely.
- If you don't have specific emergency responsibilities, when an alarm is sounded:
 - Quickly turn off any equipment you're using.
 - Close windows or doors not needed for escape.
 - Alert other employees to evacuate.
 - Assist any employees whose disabilities could slow their evacuation.
 - Evacuate quickly by your assigned route.

4. Know and follow your assigned evacuation route.

- Participate in practice drills so you can act quickly and correctly in a real emergency.
 - Leave through the assigned exit door—and make note of other exit locations in case fire or other emergency makes yours impassable.
 - Go quickly and immediately to the assigned safe area.
 - Avoid standing in a place that blocks access for emergency teams or vehicles.
 - Stay in your assigned area so you can be "checked off" as safe and others won't put themselves at risk looking for you.

5. Be prepared to handle nonevacuation emergencies.

- Know how to contact people assigned to handle spills, injuries, and other emergencies.
- Know the locations of fire extinguishers and first aid kits.
- If you don't know first aid, know whom to contact and how to assist them.



Safety Trainer **Preparing for Emergency Evacuations**

6. Act properly in an emergency.

- React immediately when you hear an alarm, even if it's only a drill.
- Stay calm; move quickly. Don't run or panic.
- Handle only those emergency tasks you've been assigned to and trained for.
- Follow instructions from the person assigned to head your group's emergency evacuation.

7. Be alert to potential emergency situations.

- Know what hazards in your work area could cause an emergency (e.g., flammable or explosive materials).
- Respond quickly and properly to even small incidents such as spills or fires that can be handled by extinguishers.
- Don't waste time debating whether a situation is a real emergency; it could get out of hand quickly.
- Know the locations of the closest alarms, phones, and emergency exits no matter where you're working.



DISCUSSION POINTS:

- Point out alarms, emergency exits, escape routes, etc., during this session.
- Ask participants for a step-by-step description of what they would do in an emergency evacuation.



CONCLUSION:

- An emergency allows no time for guesses or mistakes.
- When you hear an emergency alarm, take your assigned evacuation route immediately.



TEST YOUR KNOWLEDGE:

Have your employees take the Preparing for Emergency Evacuations quiz. By testing their knowledge, you can judge their ability to understand how to react to emergencies and whether they need to review this important topic again soon.



Safety Trainer Preparing for Emergency Evacuations

PREPARING FOR EMERGENCY EVACUATIONS QUIZ

- 1. The Occupational Safety and Health Association (OSHA) requires employer alarm systems, identified exits, and emergency plans in order to:**
 - a. Make fire drills easier.
 - b. Allow employees to get out quickly and safely in an emergency.
 - c. Protect valuable equipment from fire.
- 2. Emergency plans may list certain employees who are responsible for:**
 - a. Sounding fire alarms
 - b. Moving items that block exit doors
 - c. Delaying evacuation to monitor essential systems or multistage process shutdowns
- 3. In an emergency, employees not assigned to specific tasks should:**
 - a. Evacuate immediately.
 - b. Ask employees with assigned tasks if they need help.
 - c. Wait to see what others are doing.
- 4. When you hear an emergency alarm, you should be sure your coworkers are aware of it, too.**
 - a. True
 - b. False
- 5. If a fire blocks your assigned evacuation door, you should:**
 - a. Panic.
 - b. Take the closest open exit door.
 - c. Try to get through the door anyway.
- 6. At the end of your assigned evacuation route, you should:**
 - a. Assemble in your assigned "safe area".
 - b. Go home.
 - c. See if you can help the trained emergency responders.
- 7. It's important that your group leader know you got out safely because:**
 - a. You could be docked pay if you're thought missing.
 - b. People could risk their lives trying to save you.
 - c. You might not know when it's safe to go back in.
- 8. Emergencies that don't require evacuations might require:**
 - a. False alarm report forms
 - b. Attending a safety meeting
 - c. First aid or fire extinguishers
- 9. If you know an alarm is just a drill, you don't have to evacuate.**
 - a. True
 - b. False
- 10. You can help prevent serious emergencies by:**
 - a. Being constantly aware of hazards in the work area
 - b. Practicing evacuation drills weekly
 - c. Developing a good relationship with firefighters

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



ANSWERS TO PREPARING FOR EMERGENCY EVACUATIONS QUIZ

1. b. Allow employees to get out quickly and safely in an emergency.
2. c. Delaying evacuation to monitor essential systems or multistage process shutdowns.
3. a. Evacuate immediately.
4. a. True.
5. b. Take the closest open exit door.
6. a. Assemble in your assigned "safe area."
7. b. People could risk their lives trying to save you.
8. c. First aid or fire extinguishers.
9. b. False. Taking drills seriously helps ensure you can act quickly and properly in a real emergency.
10. a. Being constantly aware of hazards in the work area.