



GOALS

This safety session teaches employees to:

- Recognize and respond to the alarm.
- Evacuate calmly and quickly in any emergency.

Applicable Regulations: 29 CFR 1910.37, .38, .165, .1200



Special Note: The Occupational Safety and Health Administration (OSHA) requires you to review your company's evacuation plan with employees when new employees are hired; when new equipment, materials, or processes are introduced; when the plan is updated; when drills show that employee performance needs improvement; and at least once a year.

1. There are many reasons for an emergency evacuation.

- Fires
- Explosions
- Chemical spills
- Accidental release of toxic gases
- Natural disasters
- Biological agents
- Bomb threats
- Workplace violence

2. OSHA requires every employer to have a written emergency action plan.

- This plan details the following:
 - Emergency escape procedures and escape route assignments.
 - Procedures to be followed by employees who remain to perform or shut down critical plant operations.
 - Procedures to account for all employees after the evacuation.
 - Rescue and medical duties for those employees designated to perform them.
 - The preferred means for reporting fires and other emergencies.
 - The names or job titles of people or departments to be contacted for more information about the plan.

3. Companies are also required to have alarm systems to signal an evacuation.

- When you hear the alarm sound, respond immediately by evacuating—even if you believe it's just a drill.
- Make sure that your coworkers also respond to the alarm.

4. Some employees might be assigned to stay behind to take care of essential plant operations.

- These essential operations might include:
 - Monitoring plant power supplies
 - Monitoring water supplies



Safety Trainer **Brush Up on Evacuation Procedures**

- Monitoring other essential services that cannot be shut down
- Shutting down critical plant operations

5. Every department has an assigned evacuation route.

- Be sure you know your assigned exit route out of the building.
- It's a good idea to know a second route in case the main route is blocked.
- Quickly turn off any equipment you're using.
- Close doors and windows behind you to slow the spread of fire.
- Assist workers with disabilities or others who need help exiting the building.
- Never use an elevator during an evacuation. If the power is shut off, you could become trapped in the elevator. Always use the stairs instead.
- If hallways or stairwells are filled with smoke, use an alternate exit route.
- Proceed quickly but calmly. Don't panic, run, or push.

6. After the evacuation, everyone must meet at the designated meeting area.

- Go directly to the designated meeting place so you can be accounted for. This way, no one will risk their life searching for you in the building.
- Stay well out of the way of emergency vehicles.
- Never reenter the building for any reason until you get the okay from emergency personnel.



DISCUSSION POINTS:

- Go over the specifics for your work area: Tell employees where you post the floor plan; point out the nearest fire alarms, fire extinguishers, and emergency exits; and reiterate where to meet outside after an evacuation.
- Review your company's policy for reporting fires and other emergencies.
- Provide employees with the phone numbers to call for fire, medical, and chemical emergencies.



CONCLUSION:

- Everyone needs to know evacuation procedures.
- By reviewing evacuation procedures now and by practicing them during drills, you'll be better able to respond quickly and calmly during a real emergency.



TEST YOUR KNOWLEDGE:

Have your employees take the Brush Up on Evacuation Procedures quiz. By testing their knowledge, you can assess their preparedness and determine whether they need to review this important topic again soon.



BRUSH UP ON EVACUATION PROCEDURES QUIZ

- 1. It's okay to wait until an actual emergency to figure out how to respond.**
a. True b. False
- 2. Fire is the only reason for an emergency evacuation.**
a. True b. False
- 3. The Occupational Safety and Health Administration (OSHA) requires employers to have an emergency action plan.**
a. True b. False
- 4. When you hear the alarm sound, you should:**
a. Finish what you're working on.
b. Wait to see whether it's a real emergency.
c. Begin evacuation procedures.
- 5. You should know at least two routes out of your work area.**
a. True b. False
- 6. You should use an elevator to get out of the building as quickly as possible.**
a. True b. False
- 7. If you come across smoke on your way out, you should try to exit another way.**
a. True b. False
- 8. Once out of the building, you should:**
a. Go to your department's designated meeting spot.
b. Wait in the comfort of your car.
c. Head home.
- 9. When emergency vehicles and teams approach the building, it's important to:**
a. Tell your supervisor.
b. Offer to help.
c. Stay out of the way.
- 10. It's okay to go back into the building for a minute to collect your personal belongings.**
a. True b. False

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

Name: _____

Date: _____



ANSWERS TO BRUSH UP ON EVACUATION PROCEDURES QUIZ

1. b. False. Now is the time to plan how to respond in an emergency. Then you can “just do it” when, and if, the time comes.
2. b. False. There are many reasons for an emergency evacuation, ranging from a natural disaster to a bomb threat.
3. a. True. OSHA requires employers to create an emergency action plan and share it with employees.
4. c. Respond immediately by beginning evacuation procedures.
5. a. True. You should know at least two routes out of your work area just in case one route is blocked.
6. b. False. Never use an elevator in an emergency. If the power fails, you could be trapped in the elevator. Always use the stairs in an emergency evacuation.
7. a. True. Smoke contains toxins so it’s best to avoid it and exit another way, if possible.
8. a. It’s crucial that you meet at the designated meeting area with the rest of your coworkers. This way your supervisor can take a head count, and no one will go back inside looking for you.
9. c. Stay out of the way, and let the professionals do their jobs.
10. b. False. You should never reenter the building for any reason. Wait until emergency crews say that it’s okay to go back inside.