

# EMERGENCY EVACUATION

In the event of an emergency situation that poses a threat to the well being of employees, visitors and others who may be on the premises, procedures should be in place to address such emergencies. The procedures should include, but are not limited to Fire, Medical (including First Aid) Tornado/Severe weather, Evacuation, and Chemical Spill or Release. These procedures will apply to all persons at the location at the time of the emergency.

## Emergency Types

- \* Fire
- \* Explosion
- \* Chemical Spills
- \* Terrorism
- \* Bomb Threat
- \* Severe Weather
- \* Workplace Violence



## EVACUATION CONSIDERATIONS

1. Know when an emergency should be an internal or external evacuation.
2. Establish communication guidelines on how to warn employees on when and where to evacuate, on how to communicate when the power is out, and on how and when the emergency is over.
3. Determine who is responsible for various tasks like initiating the emergency evacuation procedures, assisting people out of the area, directing emergency personnel on where to go, and accounting for personnel.
4. Shut down machines and equipment so as not to cause additional injury or damage.
5. Have all individuals report to a gathering area so everyone can be accounted for.
6. Render first-aid and CPR to those in need.
7. Train individuals on emergency evacuation procedures.
8. Post emergency evacuation maps throughout instructing people where to go in the event of an internal or external evacuation.



**Safety Is Everybody's Job!**