

TOOL BOX TALKS

Building Evacuation

A disorganized evacuation can lead to confusion, injury and property damage. All companies must have an evacuation plan in place. There are many reasons a building may need to be evacuated. Fire is the most common cause for evacuation, but evacuation may be needed if a chemical is released, after a storm, or as a result of a bomb threat. Employees should be notified in an expedient manner when an emergency occurs. Review the following building evacuation safety tips with employees.

WORKSAFE TIPS

CONDITIONS WHEN EVACUATION NEEDED

- Fire
- Chemical Release
- Internal Violence
- Bomb Threat

NOTIFICATION

- A building-wide evacuation system is needed.
- Fire alarms must also be able to notify hearing impaired individuals through the use of strobe lighting.
- Employees must know that when the alarm sounds, it is time to leave.

TRAINING

- All employees need to know the evacuation plan.
- All employees need to know where to meet, outside of the building, when an evacuation occurs. (assembly area)
- Employees must know TWO ways out of their work area.
- Employees should be trained on how to participate / do a head count.
- Employees should be trained on how to help others evacuate the facility.
- Employees must know to assist disabled employees and visitors during an evacuation.
- Supervisors and managers must know how to perform a head count.
- The evacuation plan must be practiced through drills on a regular basis – minimally twice per year.

EMERGENCY EXITS

- Emergency exits must remain clear and unblocked at all times.
- Never lock or block a fire exit.
- Emergency exits shall be clearly marked.
- Red emergency exit lighting should be fully lit at all times.
- Emergency exit flood lighting must be fully lit at all times, and must remain activated for one hour after the loss of power.
- Inspect emergency exits regularly.

FURTHER EVACUATION INFORMATION

- Have a list of employees posted near a fire exit.
- This list will help company managers perform an accurate head count.
- Leave the area quickly, but do not run.
- Stop to notify others that may not be familiar with the alarm system.
- Assist others that may need help.
- After exiting the building, do not re-enter.
- Proceed to the assembly area.
- Chain of command remains the same as company operations – supervisors, managers and vice presidents will be performing the head count.
- Notify supervisory personnel that you have made it out of the facility.
- Be ready to report on the accountability of suppliers, vendors or visitors to the building.
- Be ready to offer information about employees that may be home sick, on vacation or on leave.
- Stay quiet.
- Be ready for orders from company management.



Smart, Accident-Free Environments

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888.499.SAFE (7233)