

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 IS 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 and 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 operational
- 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, proceed to the assembly area.

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.

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 and be ready for orders from company management.

Work **SAFE**

Smart, Accident-Free Environments

Tool Box Talk

Date of Discussion _____

Instructor _____

Attendees:

1. _____
2. _____
3. _____
4. _____
5. _____
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12. _____

Follow-up Items

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