



Employee Evacuation Policy

Company Name:

Policy/Procedure ID Number:

Date:

Employee Evacuation Procedures

29 CFR 1910.38 of the OSHA Standards requires employers to formulate and implement an Employee Action Plan, and to train employees in the details of this plan.

Each facility manager shall prepare an Employee Evacuation Plan for the plant. It will cover the following:

- Procedures for reporting fires and other emergencies.
- Procedures for rescue and medical attention. This normally will be performed by the local fire and/or rescue organizations.
- Procedures to account for all persons known to be in the plant at the time of an emergency evacuation.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- The emergency escape procedures and evacuation route assignments.
- The names and job titles of persons who can be contacted for information or explanation of duties and/or plan details.
- The potential emergencies, which might occur at the plant.

Employee Evacuation Plan

A major fire is a fire that cannot be easily extinguished by one employee with one extinguisher (or by other actions such as turning off the power to a burning motor), and is located in such a place that it will jeopardize the safety of other employees.

Major fire emergency action response is dependent upon the shift (time of day), the day (weekday or weekend), and whether the plant is operating or is shut down.

Regardless of the time of day, day of the week, or whether the plant is operating, the following procedures should be observed:

1. Attempt to extinguish the fire. This is dependent on the size, type, and location of the fire.
2. Warn others. Sound the alarm. Call the Fire Department. Get help. Notify management.
3. Evacuate non-essential personnel to a previously selected place.
4. Shut down specific equipment and evacuate according to department instructions if feasible.
5. Count heads. Account for all persons known to be in the facility or the involved area.
6. Report to the Fire Department:
 - a. If all persons are accounted for (Life Hazard takes precedence in fire operations).



- b. Where the fire is?
 - c. What is causing the fire?
 - d. What has been done (shutdown, feed cut off, power shut off, etc.)?
 - e. How to get to where the fire is?
7. Assist the Fire Department with their operations.
 8. Assist with cleanup and salvage efforts when the emergency is over.

General Evacuation Instructions

If feasible, fuel or gas lines should be shut off according to department instructions. Upon the signal to evacuate, all non-assigned personnel shall leave their department in a calm and orderly manner, and shall assemble at the company main parking lot.

Explosion Emergencies

An explosion is an extremely intense short-term event with serious long-term consequences. An explosion usually occurs before any action can be taken or any alarm can be sounded.

The following emergency response procedures should be followed:

- Accounting for personnel must be done quickly.
- Fuel or gas lines and electrical power should be shut off at outside disconnects.
- Notify the company office immediately, preferably by prearrangement with the local fire or police departments.
- Rescue and/or extrication may need to be undertaken immediately.
- Summon emergency assistance immediately. Emergency units may already be responding.

Pre-Planning for Explosion Emergencies

Facility managers must sit down with the local police and fire departments and make effective plans that include the following:

- Notification of the Company. The emergency dispatcher should be delegated to call the Company office with the information that an explosion or major fire has been reported at the facility. Day and night telephone numbers must be furnished. The dispatcher must give the Company a telephone number for situational inquiries and advisories.
- Directing Families to a Pre-Selected Place. A place where employee families can gather in relative privacy should be pre-selected, and officers at the scene of the explosion or emergency should direct any employee family members to that place.

Medical Emergency Procedures

Do not move an injured person unless:

- You are moving the injured person out of immediate danger.
- You have first aid knowledge and can handle the injury.



- You are directed to move the injured person by someone with first aid knowledge.

When a first aid trained person reaches the injury scene he or she should:

Day Shift:

- An employee should be sent to the street to direct the ambulance to the proper place.
- Assess the severity of the injury. If an ambulance is needed, contact the office. Tell whoever answers that there has been an injury and that an ambulance is needed. Give the name of the injured person, the nature of the injury, whether the injured person is conscious, and the place in the facility where you want the ambulance.
- If no ambulance is necessary, the facility manager, supervisor, or the person administering first aid will determine whether further medical treatment is necessary, and will arrange to transport the injured person to a treatment facility. Should a conflict arise over the necessity for medical treatment, the person administering first aid opinion has precedence.
- Supervisors and employees should render whatever assistance the ambulance crew requires.
- Whoever takes the message in the office shall immediately call for an ambulance and relay the above information. That person shall next inform the facility manager and/or a supervisor of the injury and the injured person's location.

Night Shift:

- Assess the severity of the injury. If an ambulance is needed, contact the ambulance service directly. Tell the ambulance service that there has been an injury and that an ambulance is needed. Tell them the nature of the injury, whether the injured person is conscious, and the place in the facility where the ambulance is needed.
- If no ambulance is necessary, the person-in-charge or the person administering first aid will determine whether further medical treatment is necessary, and will arrange to transport the injured person to a treatment facility. Should a conflict arise over the necessity for medical treatment, the person administering first aid opinion has precedence.
- If possible, an employee should be sent to the street to direct the ambulance to the injured person's location.
- Night shift injuries should be reported by telephone to the facility manager or department supervisor.
- Nightshift employees should render whatever assistance the ambulance crew requires.

Facility employees trained to render first aid are:

Revised: (Enter Revision Date Here)

