

Worktime learning session - Evacuation Strategy Review for leaders



Reviewing what we do

- This session is to help leaders...
- Be aware of their obligations
- Help staff understand the importance of fire training
- Review the policies we have in place and know what to do

Question & Answer Activity 1:

Topic 1 – General Issues



Icebreaker: What are some potential natural or man-made emergencies that could disrupt our workplace?

- Fires & Explosions
- Floods
- Hurricanes & Tornadoes
- Toxic material releases
- Radiological and biological accidents
- Civil disturbances
- Workplace violence



Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?

- You should conduct a hazard assessment of your specific work area to identify any physical or chemical hazards that may exist and could cause an emergency.

Discuss in groups:

- Have you done an assessment? How often should this be done? Do you have the right tools to do this? What other help may you need?



Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?

- **Brainstorm** worst case scenarios asking yourself what you would do and what would be the likely impact on your operation and devise appropriate responses.



Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?

- Keep your list of key contacts current – [how often do you review this?](#)
- [What are your provisions for an emergency communications system?](#)
 - Such as a cellular phone
 - A portable radio unit(This will allow contact with local law enforcement, the fire service and other agencies to be swift.)



Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?

- Do you have a contacts list?

(Your list should include names and contact information for individuals responsible for implementation of the plan.)



Does the plan address how medical assistance will be provided?

- Medical records and medicines will need to be easily transportable in case of an emergency – **how will this be done?**
- You need to identify a triage location nearby should you need to evacuate in inclement weather – **do you know where this is? Is the protocol set up with this location?**



Does the plan identify how or where personal information on employees can be obtained in an emergency?

- In the event of an emergency, it could be important to have ready access to important personal information about your employees.
- This includes:
 - Their home telephone numbers
 - The names and telephone numbers of their next of kin
 - Medical information

How will you do this?



Group Discussion Activity 2:

Topic 2 – Evacuation Policy and Procedures



Group Discussion – Activity 2

- Using the handout, in small groups discuss the following questions and fill in your answers on the activity sheet
- Be prepared to feedback your answers as a group



Topic 3 - Reporting Emergencies and Alerting Employees in an Emergency – Activity 3



Reporting Emergencies and Alerting Employees in an Emergency

- Dialling 999 is the common method for reporting emergencies:
 - The operator will need to know the full and accurate address of the property
 - In case of emergency all staff will need to know this or it will need to be written in an obvious position by the telephone

Are you confident in your team knowing this? If not what do you need to do?

Discuss Staff Awareness! Have you made sure your team (especially the new ones) know how to contact the fire department and others internally who will manage rescue operations. Untrained individuals may endanger themselves and those they are trying to rescue.



Reporting Emergencies and Alerting Employees in an Emergency

- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees.

Do your staff and service users know this signal – will they respond immediately? When was the last time you tested this response?



Topic 4 - Employee Training and Drills – Activity 4



Employee Training and Drills

- Training should be given to employees when you develop your initial plan and when new employees are hired.

In small groups come up with the key areas of general training you think employees should participate in?

- Be prepared to feedback your answers



Your employees should take place in the following areas of general training:

- Individual roles and responsibilities
- Threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Emergency response procedures
- Evacuation, shelter, and accountability procedures
- Location and use of common emergency equipment
- Emergency shutdown procedures



Employee Training and Drills

- If training is not reinforced it will be forgotten, therefore consider retaining employees annually.
- Once you have reviewed your emergency action plan with your employees and everyone has had the correct training, it is a good idea to hold practice drills as often as necessary to keep employees prepared.

How confident are you in your employees?



Employee Training and Drills

- **How could you?:** Include outside resources such as fire and police when possible.
- **Why should you?:** After each drill, gather management and employees to evaluate the effectiveness of the drill.
- **How do you?** Identify the strengths and weaknesses of your plan and work to improve it.



Thank you

- Thank you for your time – lets work together to prevent fire incidents and minimise harm to individuals within our care.

