

Fire Safety Activity Sheet

Activity 2 - Evacuation Policy and Procedures - Delegate Copy

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| 1. Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation or to give ongoing assistance to the emergency services? | |
| 2. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation? | |
| 3. Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation or to give ongoing assistance to the emergency services? | |
| 4. Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees? | |
| 5. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English? | |
| 6. Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where you will gather and a method for accounting for everyone | |
| 7. Does the plan address how visitors will be assisted in evacuation and accounted for | |



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Activity 2 - Evacuation Policy and Procedures – Trainer Copy

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| 1. Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation or to give ongoing assistance to the emergency services? | The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, flooding, or chemical spill. The extent of evacuation may be different for different types of hazards. |
| 2. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation? | It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services. |
| 3. Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation or to give ongoing assistance to the emergency services? | You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves. |
| 4. Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees? | Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times.. |
| 5. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English? | Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of all Personal Emergency Evacuation Plans |
| 6. Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where you will gather and a method for accounting for everyone | Accounting for everyone following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge. |
| 7. Does the plan address how visitors will be assisted in evacuation and accounted for | Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with assisting these individuals to evacuate safely. |



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Activity 4 - What are the key areas of general training you think employees should participate in?

