

Emergency Preparedness – Evacuation Procedures*

1. Mitigation

2. Preparedness

3. Response

4. Recovery

Today, we will focus on the third element: **Response**. The response to many emergencies may include the need to evacuate the facilities. *Occupational Health and Safety Regulation* (OHSR) 4.13 (3), and OHSR 5.100 require written evacuation procedures. The employer is responsible for developing these procedures and training staff on them.

Evacuation must be done in an orderly manner to:

- Prevent further injuries to workers or damage to equipment/facilities
- Allow for the accounting of all staff and visitors
- Coordinate with internal and external emergency response resources

Evacuation procedures will include items such as:

- Designated primary and secondary evacuation routes
- The posting of evacuation procedures and maps
- Designated evacuation wardens

- Designated assembly areas
- Establishment of a communication procedure

The following are tasks workers can do to help with evacuation procedures:

- Volunteer to be on the emergency response team (warden, first aid attendant, etc.)
- Park your vehicle in the approved parking spaces only. Do not block fire routes that would block access for emergency response vehicles e.g., fire truck, ambulance, etc.
- Always keep evacuation routes and emergency response equipment accessible
- Report any blocked evacuation route or emergency response equipment to your supervisor
- Treat all evacuation signals or announcements as real events
- Exit the facilities by walking with purpose, no running
- When the evacuation signal or announcement is made, if necessary, safely shut down equipment and/or close doors (but do not lock), then proceed to the nearest exit (equipment shutdown should be outlined in the evacuation procedures and people appointed to it)

- Do not go searching for keys, jackets, purses, etc., just exit the building
- If you have a visitor with you, escort them to the nearest exit and assembly area
- Assist workers with disabilities during an evacuation
- Proceed to the nearest exit and meet at the assembly point
- Check in with the fire warden or supervisor at the assembly point
- Use your cell phone and social media in a professional manner during an emergency (e.g. do not call 911 unless you have been asked to do so; emergency services do not need multiple calls for the same event)
- Follow the directions of your company's emergency response team and the attending first responder e.g., fire department, police, etc.
- Do not sit in your vehicle or depart from the facility, until you have been given permission to leave
- Do not re-enter the building until the all-clear signal or announcement has been made



For additional resources visit:

Emergency Preparedness Resources and Tools | Manufacturing Safety Alliance of BC

Emergency evacuation planning for your workplace | WorkSafeBC

Workplace Emergency Planning Inclusive of People with Disabilities | WorkSafeBC

Toolbox Talk