

Basic Building Evacuation Procedures

The Importance of Evacuation Training and Practice

- Dealing with an emergency is never easy – having to evacuate during an emergency can make things even more challenging.
- Very few can think clearly or act logically during an emergency.
- A command during an emergency to “Get out!” can result in panic potentially causing:
 - A stampede causing injuries
 - Someone being left behind
 - Damage to property
- With training AND practice, an evacuation can be accomplished in a calm and orderly manner.

What Every Employee Should Do BEFORE the Emergency

- Know how to get yourself out of the building under conditions with no visibility such as in darkness or an environment with thick smoke, or heavy dust.
 - Take time BEFORE an emergency to learn your physical landmarks between your workstation and each of your exits (situational awareness).
- Consult your Emergency Operation Plan
 - The conditions that would require your building and work area to be evacuated
 - The procedure required for evacuation
 - Important names and contact numbers
- Know:
 - Where your nearest emergency alarm stations are.
 - Where your closest exits are.
 - At least TWO evacuation routes out from every area you work in.
 - Where to go when you evacuate – the “Evacuation Assembly Area”.
 - The location of your nearest fire extinguisher, AED, and Stop the Bleed kit.
- Preview your evacuation floor plan diagrams ahead of time.
- Always keep your exit routes clear of obstructions

The 4 Steps to Building Evacuation

Step 1: Safely Stop Your Work

- Shut down equipment that could become unstable or present a hazard.
- Gather your personal belongings such as glasses, prescription medication, keys, purse.

Step 2: Leave the Room Through the Nearest Door with an EXIT sign

- Do not use elevators.
- Go to the nearest safe stairway.
- Help those who need special assistance, such as disabled persons and small children.
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route.
- Close, but do not lock, all doors as you leave.

Step 3: Report to Your Designated Evacuation/Assembly Point

- Stay in your designated outdoor assembly area for a head count.
- Report any missing individuals and last known locations to emergency responders.
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.

Step 4: Wait for Instructions from Emergency Responders

- Remain outside at your designated assembly area.
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.)

Consider Having Designated Employees Who Are Willing to Volunteer in Taking the Lead to Assist in the Evacuation Process

Getting everyone out of the building safely during an emergency takes PLANNING, TRAINING, TEAMWORK and LEADERSHIP.

- These volunteer designated employees will take the responsibility of:
 - Making sure that everyone is gotten outside to safety when an evacuation has been called
 - Check offices, bathrooms, and other spaces to make sure everyone has left
 - Make sure those with special needs are able to safely evacuate as well.
 - Is the LAST person to leave the building.