

EMERGENCY PLANNING FOR EVACUATION

Safety Checklist

- All possible emergencies have been identified that may require an evacuation of the worksite

Responsibilities

- Someone has been appointed to oversee an evacuation
- All workers know who this is
- A backup person is also in place

Evacuation Signal

- A signal is in place to communicate evacuation procedure initiation
- All workers know what the signal is
- The mechanism used to signal has a storage place that all are familiar with
- Someone has been appointed responsible for signal activation
- A backup person is also in place

Evacuation Procedure

- Evacuation routes are identified and posted
- Accommodation for special needs personnel has been incorporated into the plan
- A muster point is established
- A checklist has been developed for evacuation to ensure all personnel are accounted for
- There is an all clear signal to identify when it is safe to return
- Someone has been appointed responsible to signal all clear
- A backup person is also in place

Re-entry

- Procedures for Re-entry are established

Training and communication

- Emergency procedures are posted in the workplace
- All personnel are trained in the plan and have practiced the plan

