



## **Building Evacuation Emergency Preparedness**

**All companies must have an evacuation plan in place. There are many reasons a building may need to be evacuated. Fire is the most common cause for evacuation, but evacuation may be needed if a chemical is released, after a storm, or as a result of a bomb threat. Employees should be notified in an expedient manner when an emergency occurs.**

**Review the following building evacuation safety tips with employees.**

- **All employees need to know where to meet, outside of the building, when an evacuation occurs. (assembly area)**
- **Employees must know two ways out of their work area.**
- **Employees must know to assist disabled employees and visitors during an evacuation.**
- **The evacuation plan must be practiced through drills on a regular basis—minimally twice a year.**
- **Emergency exits must remain clear and unblocked at all times.**
- **Never lock or block a fire exit.**
- **Emergency exits should be clearly marked and inspected regularly.**
- **Do not run and leave the area quickly.**
- **After exiting the building, do not re-enter.**
- **Chain of command remains the same as company operations—supervisors, managers and vice presidents will be performing the head count.**

**Employees must know two ways out of their work area.**

**These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made.**