

# **4 - Emergency Evacuations: Safety Training**

EH&S – MGA

**Goals: This safety session should teach you to:**

- A. Realize that there are many types of emergencies that demand proper evacuation planning, training, and prompt response to save lives.
- B. Examine the particular types of emergencies that are most likely to happen at your workplace.
- C. Understand their proper roles if an emergency requiring evacuation should occur.

**OSHA Regulations: 29 CFR 1910.38(a), 39, 119, 157, and 1200**

**1. Consider the types of emergencies that could happen in your workplace.**

- A. Every workplace could have a fire, but the danger is greater if its operations involve flammable materials, high temperatures, or explosive chemicals.
- B. Every workplace is vulnerable to natural emergencies that could necessitate evacuation. The most likely to occur in any one area may range from floods to forest fires, hurricanes, or earthquakes.
- C. A bomb threat or hostage situation could require evacuation.

**2. Review the basics of the company's emergency evacuation plan in case of fire or other emergency.**

- A. The plan should include an emergency alarm system and workers should each be aware of its sound. They should also know how and when to turn in an alarm or notify someone of an emergency.
- B. The plan should include individuals assigned to notify and help workers who may need assistance leaving the building quickly in an emergency.
- C. Study the diagrams for evacuation—all employees should know at least two exit routes from their own workstations and from other locations, such as bathrooms, supply areas, or lunchrooms where they could be when there is an alarm
- D. Don't take time to get a coat or personal items—just leave.
- E. Remember—It may be smoky and hard to see or breathe if there is a fire emergency. Move quickly, but don't run or panic.
- F. Remind workers of their assigned meeting areas after evacuation—stress the importance of going there immediately so that everyone can be accounted for.
- G. Point out the location of fire extinguishers; provide training for any emergency responsibilities in case of a small fire—or instruct workers simply to leave the building immediately if they hear the alarm.

**3. Consider any necessary actions required for shutting down operations safely.**

- A. Should electric power or gas supply be turned off? Who should do it and how is it done?
- B. What about furnaces or ovens?
- C. What are the correct procedures to be followed for machinery that is running or processes that are underway?
- D. Should windows be open to clear out hazardous vapors or shut to reduce air that would feed a fire?
- E. Workers, safety comes first—any emergency procedures should be followed if there is time to do so—but not at the risk of your lives.

**4. Review particular hazards in your workplace that might occur but would not necessarily require evacuation.**

- A. Medical emergency: Identify individuals trained in first aid and CPR; know what first aid supplies are on hand and the locations of first-aid stations, emergency eyewashes, and shower facilities. Know how to call 911 or any other emergency number for medical assistance.
- B. Hazardous spills: Block off spill area; warn co-workers of the danger; notify personnel who are trained in the correct procedures and have proper equipment and PPE to clean up the area.
- C. Agitated or violent worker or outsider: Keep calm; do not try to restrain the person; have an alarm system or signals in place to alert other workers; summon trained onsite personnel or police if the situation seems likely to become more dangerous.
- D. Natural disasters or weather emergencies might prevent workers from reaching the workplace or leaving it to return home—follow notification procedures in either case.

**Summation:**

Remind workers that advance planning can save lives—maybe even their own. In an emergency, no one has time to sit down and discuss the proper action to take. Each person has to be prepared to act quickly, instinctively, and properly—without relying on others for directions.