



Safety Talk

Ready for an
Emergency?
You can be.



Emergency Evacuation Plan

Below is an overview of employer requirements under the Occupational Health and Safety Regulation:

1. **Conduct a workplace risk assessment.** This is to determine anywhere the need to rescue or evacuate may arise, and if this assessment shows a need for evacuation or rescue then develop and implement appropriate written procedures.
2. **Provide a safe means of evacuation during an emergency situation.** A means of escape is necessary from any area where a work process or malfunctioning equipment could create an immediate danger and the regular exit could become dangerous or unusable.
3. **Hold Mock Emergency Evacuation Drills at least once a year.** Drills promote awareness and effectiveness of emergency exit routes and procedures. It's also critical to provide all employees with adequate instructions regarding fire prevention and emergency evacuation procedures applicable to their workplaces.

An Emergency Evacuation Plan can only be deemed successful through a Mock Emergency Evacuation Drill which is mandated to be conducted yearly.

Key components of the Mock Emergency Evacuation Drill;

- Provides a plan for everyone to safely exit a workplace in an emergency situation
- Highlights Emergency Exits and Assembly Areas
- Monitors the reaction time of the workers, clients and general public (if applicable) to safely exit the building and go the assembly area
- Evaluates the effectiveness of the drill and identifies the strengths and weaknesses of your plan and works to continuously improve it
- Results of the drill are posted on the Health and Safety Board for everyone to review



The following are "musts":

- Identify evacuation routes, alternate means of escape, make these known to all staff; keep the routes unobstructed.
- Specify safe locations for staff to gather for head counts to ensure that everyone has left the danger zone. Assign individuals to assist employees with disabilities.
- Provide alternate sources of medical aid when normal facilities may be in the danger zone.
- Ensure the safety of all staff (and/or the general public) first, then deal with the fire or other situation.

DON'T WAIT.

COMMUNICATE.

**MAKE YOUR
EMERGENCY PLAN TODAY.**

<https://www.ccohs.ca/oshanswers/hsprograms/planning.html>



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