

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.

Tool Box Tips

- 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.



These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.