

29. Emergency Evacuation Plan

Emergency evacuation plans provide instructions for evacuating personnel from a work location due to fire, flood, bomb threat, earthquake, toxic chemical release, or any other emergency.

Supervisors are responsible for formulating their own evacuation plan designed for their specific work location and for training employees in the evacuation procedures. The emergency evacuation plan should include:

- A. A current evacuation map posted in a conspicuous place, which indicates primary and secondary escape routes and reunification area.
- B. Instructions to employees to leave the building in a safe and orderly manner and meet in the pre-designated reunification area.
- C. Requirement for employees to check in with their supervisor once they reach the reunification area.

Evacuation procedures are reviewed with new employees during their New Employee Safety Orientation. Employees shall direct questions about the emergency evacuation plan to their immediate supervisor.