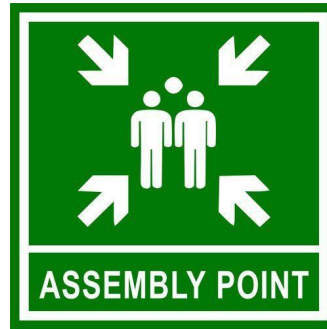




Emergency Evacuation Procedure

Procedure Ref #	
Issue Date	DD-MM-YYYY
Rev #	00
Pages	7

Prepared By	Approved By

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

Revision Summary

S/#	DCP Ref #	Details	Rev #	Issue Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

Contents

1. Purpose	4
2. Scope	4
3. Types of the Emergency Situation	4
4. Types of the Emergency Drills	4
4.1 Emergency Drill with Advance Notice	4
4.2 Drill without Advance Notice	5
5. Roles and Responsibilities	5
5.1 CEO/MD	5
5.2 Director Operations/ HoDs	5
5.3 HSE Officers	5
5.4 Fire Marshals	5
5.5 Specially Appointed Person	5
6. Real Life Emergency Situations & Procedure	6
6.1. Emergency Scenarios	6
6.2. Fire and Explosion	6
6.3. Natural Disaster	6
6.4. Chemical or Oil Spill	6
6.5. Violent Incident	6
7. Emergency Drills and Procedure	7
7.1. Preparations before the Drill	7
7.2. Observations during the Drill	7
7.3. Evaluation after the Drill	7
8. Associated Form	7

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

1. Purpose

The purpose of this document is to provide a predetermined set of guidelines and instructions to adopt as an evacuation procedure during any emergency situation in order to save lives, keep people away from danger and guided to a safe location.

Sometimes evacuation drills are also performed on regular basis to check the readiness of the people to comply with the given instructions, evacuate the building, proceed to a relatively safe location that is identified already and keep away from danger.

2. Scope

The procedure is applicable to all the occupants of the building including special people, sub-contractors and visitors who are visiting the area, in all scenarios either real life emergency situation or emergency drill, the compliance of the procedure is mandatory for everyone.

In case of drill, the visitors can be excluded but all others must comply the given instructions and emergency evacuation procedure.

3. Types of the Emergency Situation

There are a lot of real-life emergency situations that can take place due to human error or failure of the system. Some of these situations are listed below;

- 1) Fire
- 2) Explosion
- 3) Earthquake
- 4) Gas release
- 5) Liquid substance or chemical spill
- 6) Violence at worksite
- 7) Bomb threat

S/#	Emergency Situation	S/#	Emergency Situation	S/#	Emergency Situation
1	Fire	2	Explosion	3	Natural Disaster
4	Gas Release	5	Liquid or Chemical Release	6	Violence at Work
8	Bomb Threat	9	Hazmat	10	Utility Services Failure
11	Infectious Disease Spread	12	Biological Hazard	13	Structure Collapse

4. Types of the Emergency Drills

As mentioned above, Emergency Drills are performed to check the readiness of the workers and compliance with the predetermined instructions and procedure. The emergency drills are broadly divided into two types that are mentioned below. The management/ HSE Department can conduct Emergency Drill using any 1 out of these 2 techniques.

4.1 Emergency Drill with Advance Notice

This type of the emergency drill is conducted when an advance notice including, type of drill, time, date and number of employees is shared with the concerned department. The main purpose of such type of drill

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

exercises is to educate the new people about their **roles and responsibilities** during an emergency situation. Some points are mentioned below to describe what is done during such kind of emergency drills;

- Educate the newly inducted people about Emergency Situation
- Advise the new people and others about their roles and responsibilities
- Educating and demonstration of use of emergency equipment
- Communication with management and emergency service
- Assistance to special people during and emergency situation in evacuating the building
- Check the knowledge of people and competence of the evacuation process

All the above-mentioned factors take place smoothly when the time, date, and type of the emergency drill is already shared with the concerned people. To create a real-life scenario use of actual effects is quite viable for example use of smoke, fire or spill of any general liquid e.g., water etc.

4.2 Drill without Advance Notice

This kind of emergency drill is conducted to check the competency and concept of evacuation of the workers without informing them about the conduct of drill. Some real-life effects can be used to create a scene for the workers to perform their designated duties.

Suddenly an emergency alarm is activated by HSE Officers and the people move to evacuation point.

5. Roles and Responsibilities

5.1 CEO/MD

- Provide resources and manpower to develop the Emergency Evacuation Response and Preparedness plan.
- Approve the Emergency Evacuation Response and Preparedness Plan
- Provision and Guidance and Instructions to the staff

5.2 Director Operations/ HoDs

- Ensure the resource provided by the organization are used thoroughly.
- Ensure the emergency response plan is implemented thoroughly.

5.3 HSE Officers

- Inspection, Testing, and Maintenance of safety critical emergency equipment
- Conduct the Emergency Evacuation Drills and prepare reports
- Real-life incidents investigation and report preparation
- Training and instructions to new staff members and training sessions on regular intervals
- Decision-making if the victim requires first aid treatment only or need to be moved to hospital for proper check-up

5.4 Fire Marshals

- Inspect the emergency equipment and accessories along HSE officers
- Firefighting and help others during emergency situation
- Guiding the occupants to assembly point
- Communication with the emergency services
- Other duties assigned by the organization

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

5.5 Specially Appointed Person

- Specially appointed person is bound to help the special people e.g., old man, pregnant lady, disabled worker during an emergency situation, and evacuate him/her to assembly point.
- If appointed as team leader, assemble the team and proceed towards assembly point for evacuation.

6. Real Life Emergency Situations & Procedure

6.1. Emergency Scenarios

- Fire and explosion
- Natural Disaster
- Medical case
- Chemical or liquid substance spillage
- Violent Accident

The above-mentioned scenarios are common at any worksite and must be addressed thoroughly. All the scenarios are mentioned below how to counter them through the procedure.

6.2. Fire and Explosion

Following procedure must be adopted to address the emergency situation;

- 1) Familiarization with the location of the incident
- 2) Activate the Fire Alarm to alert others and start evacuation. If alarm is not working shout FIRE-FIRE-FIRE
- 3) Guide people to proceed towards assembly point
- 4) Close the fire-resistant doors and windows to confined the fire in a small area
- 5) Use Fire Extinguisher to extinguish the fire on spot
- 6) If fire is increasing inform the emergency services immediately
- 7) HSE officer/ Management remains on the main gate and awaits the emergency service's arrival
- 8) Carryout the headcount and leave the area
- 9) Don't enter the building until it is declared to be safe by emergency services

6.3. Natural Disaster

- 1) Leave building promptly
- 2) Help the special people in evacuating the building
- 3) If evacuating the building is taking time during earthquake hide under the firm structure of stand along the wall.
- 4) Assemble at the assembly point
- 5) Carryout the head count and remain at assembly point until area is declared safe
- 6) Ensure all the workers are safe and sound
- 7) If there is any incident during emergency, call the emergency service

6.4. Chemical or Oil Spill

- Review the MSDS of the spilled material
- If spill is of small size try to control it otherwise inform management and emergency services
- Wear the proper PPEs to prevent the exposure of the body to the spilled material
- Use spill control kit and put absorbent ropes around the spilled material to stop its spread
- Use absorbent material to absorb the liquid and squeeze it in the collecting basket

Logo	EMERGENCY EVACUATION	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	QHSE PROCEDURE	
	ORGANIZATION NAME	

- Repeat the absorbing activity until the whole material has been absorbed
- Dump the collected material at the approved location or hand it over to the concerned people

6.5. Violent Incident

- Adopt ALICE methodology to address the violent incident at the workplace
- **Alert** – alert the law enforcement and emergency services about the incident
- **Lockdown** – lockdown the whole area and secure yourself in safe place
- **Inform** – inform others and public about the incident by call, message, and yelling
- **Counter** – distract, yell, throw objects on the violent person/attacker. If violent person has any weapon, try to avoid him as much as possible
- **Evacuate** – when it is safe, evacuate the building and proceed to safe location away from spot

7. Emergency Drills and Procedure

The HSE Officer/ Site Manager/ HoD ensure that the annual emergency evacuation drill is conducted regularly with aim to check the preparedness and concept of evacuation of the workers.

The drill procedure is divided into 3 steps;

- 1) Preparations before the Drill
- 2) Observations during the Drill
- 3) Evaluation after the Drill

7.1. Preparations before the Drill

Before start of the drill, the details are shared with the concerned departments. If needed, technical services are also included in the drill. Following elements are discussed during the preparation phase;

- 1) What kind of drill will be conducted?
- 2) Notice will be given or not in advance?
- 3) Date, time, and location of the drill?
- 4) Shall special effects be used during the drill?

7.2. Observations during the Drill

Following factors will be recorded during the Emergency Evacuation Observer (EEO);

- 1) Reaction time
- 2) Activation of the evacuation team
- 3) Behaviour of the evacuation team
- 4) Time taken to reach evacuation spot/ assembly point

7.3. Evaluation after the Drill

- Once the drill has come to an end, the EEO will finalize the Evaluation report that is based on the factors recorded during the evacuation drill by the EEO.
- Schedule a meeting to discuss the observations made during the evacuation drill
- Take notes of the meeting and ensure the corrective actions are taken
- Share the minutes of the meeting with the involved departments

8. Associated Form

- Evacuation Report Form