



**Emergency Preparedness**

**Emergency Evacuation Procedure**

**Approved by:**

GAM 3.48 Corporate Health and Safety

**Purpose**

To ensure employees are aware of their responsibility during an evacuation.

**Scope**

All employees, contractors, sub-contractors, visitors and clients occupying a YG facility.

**Responsibility**

All Employees

- Know primary and alternate evacuation routes from the building
- Remain calm
- Ensure understanding of Workplace Emergency Preparedness Plan and Evacuation Plan
- Follow instruction given by Floor warden or emergency first responders
- Evacuate building
- Ensure visitors, contractors and clients follow evacuation procedures

Senior Management

- Ensure annual review of Workplace Emergency Preparedness Plan and Evacuation Plan by all employees
- Ensure debrief is completed after all evacuations and recommendations are considered for implementation

Floor Wardens

- Walk through designated area to ensure all personnel exit the facility
- Close office and other doors once area has been searched
- Ensure Building Marshal is informed of location of persons requiring evacuation assistance

Building Marshal

- Ensure evacuation routes have signage
- Ensure evacuation routes are posted in all offices
- Coordinate annual evacuation drill
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First Aid Attendant

- Bring First Aid Kit to Muster Point
- Ensure First Aid Kit is correctly stocked and stored

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#### Procedure

##### Evacuation Do's:

- Close filing cabinets and desk drawers.
- Stay quiet and calm.
- Alert another staff member if you require assistance to evacuate.
- Leave your office, take personal items required in case you are unable to return to your office for the remainder of the day. In extreme weather conditions, wear your outerwear.
- Leave office, storage and meeting room doors open.
- Exit the nearest possible posted evacuation route.
- Descend on the right hand side of the stairs, single file.
- Go immediately to the Muster Point and report to the Floor Warden.
- Inform Floor Warden if staff member or visitor needs help to evacuate.
- Provide assistance to co-workers, contractors, clients and visitors in exiting the building.

##### Evacuation Don'ts:

- **Do not** use the elevator in case of a fire.
- **Do not** return to your office or work station prior to evacuating.
- **Do not** carry any food or beverages.
- **Do not** congregate in, or at the bottom of, the stairwell.
- **Do not** remain in the building.
- **Do not** re-enter the building until instructed to do so by the Building Marshall.

##### After Hours Alarms:

- If you hear or activate the fire alarm outside regular working hours, briefly check the building and sign-in board for other people before you evacuate, if it is safe to do so.
- Do not re-enter the building until authorized by the Fire Department

#### Training

##### New and Young Worker Orientation

- Location of:
  - Nearest exit route and alternative
  - Fire alarm pull-stations
  - Fire extinguishers
  - Muster Point
- Introduction of:
  - Building Marshal

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- Floor/Zone Warden(s)
- First Aid Attendant(s)

Annual

- YG employees shall participate in one evacuation per year.

**Documents**

- Evacuation Training Checklist - link
- Emergency Contact Information Summary Sheet - link

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