

**Purpose:**

To ensure the effectiveness of the evacuation plan and identify areas for improvement.

**Scope:**

The evacuation drill will be for all occupants in the building at the time of the drill, including contractors, visitors, clients and staff.

**Hazards:**

Weather Conditions

Snow, ice, thunder & lighting or torrential rain are not ideal for the drill as it introduces potentially avoidable hazards to participants. Weather conditions for the proposed drill just prior to date and time should be considered.

Exit Routes

Inspect exit routes to ensure that there are no hazards or conditions that may cause an accident i.e. ice, damage to steps, obstructions, rubbish, etc.

Staff Information

Inform staff of the planned drill and of their responsibility to participate.

Prevent Unintentional Fire Department Response

Coordinate evacuation drill with other building occupants / departments. Contact necessary parties to inform and coordinate the drill i.e. PMD, landlord, building security provider, etc.

**Responsibilities:**

1. Building Marshal
  - Coordinate an annual evacuation drill
  - Coordinate evacuation training of staff
  - Assign evacuation observer evaluators
  - Conduct an after drill evaluation
  - Develop an evacuation drill report for continuous improvement
  - Maintain record of drill
2. Senior Management
  - Review evacuation drill report
  - Consider recommendations for continuous improvement
3. Staff
  - Participate in evacuation drill

Created By	
Approved Date	
Revision Date	



**Emergency Preparedness**

**Evacuation Drills**

**Approved by:**

GAM 3.48 Corporate Health and Safety

- 4. Joint Occupational Health and Safety Committee
  - Ensure evacuation plans are posted
  - Make recommendations to the employer as required
- 5. Floor Warden
  - Assist staff requiring assistance to evacuate to develop a personal emergency evacuation plan

**Procedure:**

- Plan
- Conduct
- Evaluate
- Develop report with recommendations
- Review recommendations
- Implement approved recommendations

**Forms:**

- Evacuation Training Guideline
- Evacuation Observers Form

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