

# 20. EMERGENCY PREPAREDNESS & EVACUATION

BE PREPARED. ACT FAST. SAVE LIVES.

www.corporatesafety.co.in

## WHY THIS MATTERS

Emergencies can happen without warning.

Being prepared and knowing what to do can protect you, your coworkers, and our workplace.

Preparation today can make all the difference tomorrow.

### NOT PREPARED - HIGH RISK

- ✗ Panic and confusion
- ✗ Injuries or loss of life
- ✗ Damage to equipment and property
- ✗ Longer recovery time
- ✗ Impact to business and environment

Not knowing what to do can turn a small incident into a disaster.

### PREPARED - LOW RISK

- ✓ Calm and focused response
- ✓ Injuries prevented
- ✓ Property protected
- ✓ Faster recovery
- ✓ Everyone goes home safely

Planning and training help us respond quickly and effectively.

## COMMON EMERGENCIES

- FIRE**  
Smoke, flames, heat, or explosion.
- MEDICAL EMERGENCY**  
Injury, illness, or medical condition.
- HAZARDOUS MATERIAL RELEASE**  
Spills, leaks, or chemical exposures.
- SEVERE WEATHER**  
Storms, floods, high winds, or extreme temperatures.
- SECURITY THREAT**  
Intruder, violence, or suspicious activity.

## EMERGENCY ACTION - KNOW YOUR ROLE

- 1. RECOGNIZE**  
Stay alert. Recognize the emergency and assess the situation if safe to do so.
- 2. ALERT**  
Activate the alarm if available and notify others. Call emergency services if required.
- 3. EVACUATE**  
Follow evacuation routes to the nearest exit. Help others if safe to do so.
- 4. ASSEMBLE**  
Go to the designated assembly point. Do not re-enter the building.
- 5. ACCOUNT**  
Supervisors take attendance and report missing persons to the emergency team.
- 6. COMMUNICATE**  
Follow instructions from emergency personnel. Await further instructions before returning.

### KEY REMINDERS

- ✓ Know the alarm signals.
- ✓ Know your exits and evacuation routes.
- ✓ Know the location of fire extinguishers, first aid kits, and alarms.
- ✓ Keep exits and aisles clear at all times.
- ✓ Report hazards and unsafe conditions.

### DO'S - BE PREPARED

- ✓ Know your emergency procedures and your role.
- ✓ Participate in drills and training.
- ✓ Keep emergency equipment accessible.
- ✓ Follow instructions from supervisors and emergency personnel.
- ✓ Stay calm and help others.
- ✓ Report hazards and safety concerns.

### DON'TS - STAY SAFE

- ✗ Don't panic or run.
- ✗ Don't use elevators.
- ✗ Don't return to the building until authorized.
- ✗ Don't block exits or evacuation routes.
- ✗ Don't assume someone else will report an emergency.

### EMERGENCY EQUIPMENT

- Fire extinguishers
- First aid kits
- Eye wash / Shower
- Alarm pull stations
- AED (Automated External Defibrillator)
- Emergency lights
- Two-way radios

### DISCUSSION QUESTIONS

1. What emergencies are possible in our workplace?
2. Where are our emergency exits and assembly points?
3. What is my role during an emergency?
4. When was the last time we practiced an evacuation drill?

### EVACUATION ROUTE EXAMPLE

### REAL-LIFE EXAMPLE

During a routine drill, a team member noticed a blocked exit and reported it before an emergency occurred. Thanks to their action and our training, the issue was corrected, and everyone was able to evacuate safely during the drill.

Stay alert. Speak up. You could save a life.

### EMERGENCY CONTACT INFORMATION

Emergency Services (Fire / Ambulance / Police): \_\_\_\_\_  
 Site Emergency Number: \_\_\_\_\_  
 Safety / Security: \_\_\_\_\_  
 First Aid Attendant: \_\_\_\_\_  
 Assembly Point Location: \_\_\_\_\_

### IF YOU DISCOVER AN EMERGENCY

1. Ensure your own safety.
2. Alert others and activate the alarm.
3. Call emergency services if needed.
4. Provide location and type of emergency.
5. Follow procedures and assist if safe.

### IF YOU ARE INJURED

1. Get to a safe location.
2. Notify a supervisor.
3. Call for medical assistance.
4. Do not move seriously injured persons unless in immediate danger.

### EMERGENCY ALARM SIGNALS

- Continuous alarm: Evacuate the building
- Intermittent alarm: Emergency alert
- Verbal announcement: Listen and follow instructions

### EVACUATION CHECKLIST

- ✓ Know the exits
- ✓ Follow the route
- ✓ Go to the assembly point
- ✓ Stay together
- ✓ Wait for head count
- ✓ Do not re-enter

### DRILL FREQUENCY

Evacuation drills are conducted at least quarterly.

Be prepared every day, not just on drill day.

### SAFETY MESSAGE

Emergencies don't plan ahead, but we can. Be prepared. Know what to do. Help others. Everyone goes home safely.

SUPERVISOR SIGN-OFF  
 Discussed with crew by: \_\_\_\_\_ Date: \_\_\_\_\_