



# EVACUATION

## TOOLBOX TALK SERIES – FIRE SAFETY

October 2022

October 3<sup>rd</sup> through October 9<sup>th</sup>, 2022 is Fire Prevention Week. Every year a week is dedicated in October to spreading the words of fire safety and prevention. This year's theme is "Get Out Fast." This message stresses the importance of evacuating quickly and safely.

### Before You Have to Evacuate

- Ensure you are aware of your path of egress. Do you know where your exits are?
- Always have more than one egress path. Have a primary exit, and an alternate exit.

### When to Evacuate

According to the Bureau of Labor Statistics, there are about 125 workplace fatalities attributed to fires. In many of these incidents people are unable to evacuate to safety. Therefore it's important to have a plan before an incident occurs. Town police requires all employees to evacuate when directed to do so or upon activation of the fire alarm. Do not wait, do not investigate, and do not finish one more thing. When the alarm activates – GET OUT.



### Evacuation Considerations:

- Discuss a meeting point with your supervisor. Each facility is different, and has different plans for evacuation. Ensure that all employees know the meeting location.
- Ensure evacuation points are away from entrances and the building. Also meeting points should not interfere with the approach of emergency vehicles.
- Assist individuals who may need help evacuating.
- Once evacuated attempt to ascertain if all employees are out of the building. If someone is unaccounted for, DO NOT GO INTO THE BUILDING TO FIND THEM. Inform emergency services of the possible unaccounted individual.
- Only re-enter the building when informed to do so by emergency services or management.