

Site emergency evacuation policy

The project manager/supervisor/foreman who will act as the chief warden should initiate emergency evacuation procedures. This responsibility might be shared with the health and safety representative who will collect the site attendance register and assist in the evacuation and direct people to the assembly point. A site plan should clearly state the layout of the site and where the assembly point is located.

Potential emergencies:

The most likely emergencies that would occur on a site include, but are not limited to:

- Fire and smoke.
- Loss of containment of a dangerous or hazardous substance.
- Bomb threat.
- Structural collapse.
- Mass shooting (if in the US).

Emergency procedures:

Remain clam, raise the alarm and get help by informing emergency service:

- Where the emergency is.
- What has/is happening
- What is being done to control the emergency.
- Who is calling, and
- Wait to receive information what to do before hanging up.

When to evacuate:

- When a fire alarm or evacuation is activated.
- When it is hazardous to life to remain on the location.
- When instructed to evacuate by supervisors.
- When instructed by emergency services personnel (Police, Fire Department, SES...)

How to evacuate:

- Walk quickly and directly.
- Do not run.
- Do not stop to gather personal possessions.
- Close (but do not lock) doors before evacuating, to limit the spread of fire and/or smoke.
- Obey all instructions from supervisors and emergency response personnel.

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