



EMERGENCY EVACUATION PROCEDURE

IN THE EVENT OF A LIFE THREATENING SITUATION

E.g. BOMB SCARE, FIRE, FLOOD, EXPLOSION, TRENCH OR BUILDING COLLAPSE

- 1 REMAIN CALM - DO NOT PANIC - DO NOT RUN.
- 2 RAISE THE ALARM - INFORM THE EVACUATION OFFICER, SAFETY OFFICER OR SITE AGENT / MANAGER.
- 3 THE EVACUATION OFFICER / SITE MANAGER / SAFETY OFFICER WILL CONTACT EMERGENCY SERVICES.
- 4 OPERATORS AND DRIVERS MUST SWITCH OFF ALL EQUIPMENT AND MACHINERY.
- 5 LIFTING EQUIPMENT OPERATORS MUST LOWER ALL LOADS TO GROUND LEVEL.
- 6 WORKERS MUST CLIMB OFF ALL SCAFFOLDS USING THE ACCESS PROVIDED.
- 7 WORKERS MUST CLIMB OUT OF ALL EXCAVATIONS USING THE ACCESS PROVIDED.
- 8 DO NOT LOCK OFFICES, CONTAINERS OR MAIN STORES.
- 9 EVACUATE AND LEAVE THE AREA OR BUILDING IMMEDIATELY.
- 10 TO PREVENT FALLING, WOMAN SHOULD TAKE OFF HIGH HEEL SHOES.
- 11 GO STRAIGHT TO THE ASSEMBLY POINT LOCATED AT

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- 12 DO NOT MOVE FROM THE ASSEMBLY POINT UNLESS INSTRUCTED TO DO SO BY THE EVACUATION OFFICER OR MOST SENIOR PERSON AVAILABLE.
- 13 REPORT ALL MISSING PERSONS TO YOUR FOREMAN OR TO THE MOST SENIOR PERSON AVAILABLE.
- 14 DO NOT GO BACK TO LOOK FOR PEOPLE UNLESS INSTRUCTED TO BY THE EVACUATION OFFICER.

DUTIES: **EVACUATION OFFICER**

- 1 CONTACT EMERGENCY SERVICES AND GIVE RELEVANT DETAILS TO THEM
- 2 ENSURE THAT ALL PERSONNEL ARE EVACUATED OUT OF THE AREAS
- 3 ASSESS THE SITUATION AND CONDUCT AND ORGANIZE A SEARCH AND RESCUE TEAM OR FIRE FIGHTING TEAM
- 4 REPORT PROGRESS TO CEO/ MANAGER/ CONSTRUCTION SUPERVISOR
- 5 EVACUATE THE RESCUE TEAMS IF THE SITUATION BECOMES UNSTABLE
- 6 MAY DESIGNATE ANY TASK TO A SUITABLE PERSON UNDER THE CIRCUMSTANCES

DUTIES: **SUPERVISOR**

- 1 WILL TAKE OVER DUTIES OF EVACUATION OFFICER IF HE IS UNAVAILABLE
- 2 WILL TAKE ROLL CALL OF ALL PEOPLE AT THE ASSEMBLY POINT TO ESTABLISH IF SOMEONE IS MISSING
- 3 WILL FORMALLY HAND OVER TO THE EMERGENCY SERVICES ON THEIR ARRIVAL AND WILL LIAISE WITH ALL RESCUE AND MEDIA GROUPS.
- 4 MAY DESIGNATE ANY TASK TO A SUITABLE PERSON UNDER THE CIRCUMSTANCES

DUTIES: **SAFETY OFFICER**

- 1 WILL ASSIST THE EVACUATION OFFICER
- 2 WILL TAKE OVER THE DUTIES OF THE SUPERVISOR IF HE IS UNAVAILABLE
- 3 MAY DESIGNATE ANY TASK TO A SUITABLE PERSON UNDER THE CIRCUMSTANCES
- 4 WILL DESIGNATE A PERSON TO GO TO THE NEAREST ROAD TO FLAG DOWN THE EMERGENCY SERVICES

<u>EVACUATION OFFICER</u>	<u>CONTACT NO.</u>
<u>SUPERVISOR</u>	<u>CONTACT NO.</u>
<u>SAFETY OFFICER</u>	<u>CONTACT NO.</u>

Presenter Signature: _____