

Outline for Evacuation Planning



OUTLINE FOR EVACUATION PLANNING

Background

The general contractor, or project manager should develop and implement a fire safety evacuation plan before work starts. The plan should be in writing and distributed to all workers and sub-trades on the project, including site visitors.

Here are some examples:

- Document and post the name and phone numbers of all personnel responsible for managing the fire safety evacuation plan, including after-hours contact information.
- Post emergency evacuation procedures, including warnings not to use elevators when a fire alarm sounds.
- Post floor plans identifying means of egress, exit stairwells, portable fire extinguishers, fire-hose stations, and the outside assembly area.
- Appoint fire warden(s) to ensure that everyone evacuates work areas when a fire alarm is activated.
- Post contact information for security company that oversees "hot work" requirements as part of the fire code. Ensure that all construction employees are made aware of "hot work" requirements.
- Where other portions of a building remain occupied during construction or renovation, ensure that those other portions have an evacuation plan and that yours aligns with it.
- Include notice and awareness of the evacuation plan in all meetings with project management, worker, foremen, subcontractors, suppliers, and others who may be on site.
- Hold fire drills using the existing alarm system or an alternative such as compressed air horns shouts of "fire", etc. Conduct a post-mortem on response, performance, and awareness of personnel
- When work is to be done on alarm or sprinkler systems, the sections involved must be isolated and the remainder of the system kept in service. When it is necessary to shut down an entire alarm or sprinkler system, implement and enforce a 24-hour fire watch until the system is returned to full service. Post notices to this effect, including the order to call 911 immediately in the event of fire.

Sample of Instructions to Occupants

As an instruction sheet this form can be used to develop a sign that can be posted on construction sites. It can be printed for any guests that are on the property. They can also be used as part of the training program for subcontractors and employees.

If You Discover a Fire:	Remain calm and leave the fire area is the nearest safe exit.
	Do not use elevators.
	Immediately activate the nearest means of notifying emergency services that a fire is occurring.
	Give them the address of the building.
	At your discretion, you might consider attempting to control the fire will available fire extinguishers if you have received training on their use. Do not remain in the fire area any longer than necessary.
	Go to the designated assembly area.
	Do not go back into the building for any reason
	The fire department will advise all personnel when it is safe to return to the structure
When you hear a Fire Alarm:	Remain calm and leave the fire area is the nearest safe exit.
	Do not use the elevator!
	If there any doors that you enclosed behind you when proceeding along corridors or down stairways close them.
	When you reach the outside to move away from the building.
	Once you have exited the building and are safe report the fire to the emergency number and give them the street address
	Do not go back into the building for any reason
	Go to the designated assembly area
	The fire department will advise when it is safe to return to the building
The designated assembly area for this building is:(to be filled in on site)	