

### Client Advisory - Emergency Evacuation Procedures

Having the public at your facility means that you should develop, maintain and evaluate emergency evacuation procedures. The goal of these procedures is to ensure that your building is cleared in a speedy, safe, efficient manner.

Common conditions that may require an evacuation include fire, ammonia leak, carbon monoxide poisoning, bomb threat or extended power outage. Facility operators should periodically conduct a hazard assessment to determine any other potential physical or chemical hazards that could cause an emergency.

Per the Occupational Safety & Health Administration (OSHA 1910.38), an emergency action plan must be in writing, kept in the workplace, and available to employees for review. (Note: an employer with ten or fewer employees may communicate the plan orally to employees)

#### ***Written Procedures***

Your facility should create written procedures that include at a minimum the following:

1. List of emergency numbers for Police, Fire, Ambulance, Electric service, Gas service, Refrigeration System service and any other pertinent emergency responders
2. YOUR Chain of Command - The Manager, Assistant Manager or Supervising Employee at the time of the incident will assume the responsibility of patrons' safety until emergency personnel (Police and/or Fire Department) arrive, including the authority to order an evacuation, coordinate communication with emergency services, and direct any needed shutdown of the refrigeration plant or utilities
3. Building Sweep – Develop a coordinated plan for quickly going through the entire building to ensure all occupants are out of the building. Keep in mind that some people hide when panicked by an alarm. Check all spaces, especially the bathroom stalls, arcade games and locker rooms.
4. Dedicate personnel to assist disabled patrons, if needed
5. Outline evacuation routes and exits to help direct patrons to exits.

6. Post building maps in public spaces – include exit routes, fire extinguishers, fire alarm pull stations and emergency numbers.
7. Establish a meeting area outside – Identify areas outside the building for patrons and employees to go. These areas must be clear of fire hydrants, fire access lanes, busy streets, or obvious hazards. For facilities with ammonia ice plants, it is also important to note the wind direction when evacuating and determining a muster point.

### ***Train your team on the Emergency Action Plan***

A facility should designate and train employees to assist in a safe and orderly evacuation of patrons and other employees. Training activities include:

- Train all staff on Evacuation Procedures
- Review written procedures with employees
- Conduct practice drills to test the plan
- Evaluate the effectiveness of the plan
- Make changes to improve the plan if needed

### ***Review your Emergency Action Plan***

A facility must review the emergency action plan with each employee:

- (1) When the plan is developed or the employee is assigned initially to a job;
- (2) When the employee's responsibilities under the plan change; and
- (3) When the plan is changed

### ***Exit Routes***

Exit routes must be free and unobstructed at all times. No materials or equipment may be placed, either permanently or temporarily, within the exit route. Exit signs must be clearly visible and emergency exit doors should always remain in good working order.

Dealing with an emergency is never easy. It can be challenging for any person to think clearly or act logically in a crisis, and the urge to get out can easily turn into panic. Your responsibility as a public facility operator is to be proactive by planning and preparing in advance to ensure that an evacuation is as calm and orderly as possible. Doing so will help you to continue providing a safe recreational facility for all to enjoy.