



Emergencies such as fires, gas leaks, chemical spills, or structural hazards may require immediate evacuation of the workplace. During these situations, quick and organised action is essential to protect everyone on site. Understanding evacuation procedures before an emergency occurs ensures that workers know exactly what to do when the alarm sounds.

Why Evacuation Procedures Are Important

During an emergency, confusion and panic can lead to injuries or delays in leaving the building. Clear evacuation procedures help ensure that everyone exits the area quickly and safely.

Common reasons for evacuations include:

- Fire or smoke in the building.
- Gas leaks.
- Chemical spills.
- Structural damage.
- Electrical hazards.
- Other situations where remaining inside the building is unsafe.

Every worker should be familiar with the evacuation process.

Immediate Actions During an Evacuation

If an alarm sounds or an evacuation is announced:

- Stop work immediately.
- Turn off equipment if it is safe to do so.
- Follow the nearest emergency exit route.
- Walk quickly but do not run.
- Do not stop to collect personal belongings.
- Assist coworkers or visitors if required.
- Never use lifts or elevators during a fire evacuation.

Always follow instructions from supervisors, fire marshals, or emergency personnel.

Assembly Points

Once outside the building:

- Proceed directly to the designated assembly point.
- Remain there until instructed otherwise.
- Do not leave the area unless authorised.
- Report to your supervisor or team leader so that a headcount can be conducted.

This helps ensure that everyone has been safely evacuated.

Do Not Re-Enter the Building

After evacuating:

- Do not re-enter the building for any reason.
- Wait for emergency personnel to confirm that it is safe to return.
- Follow instructions given by fire marshals or emergency responders.

Re-entering a building too early can place lives at risk.

Summary

Evacuation procedures are designed to protect everyone during emergencies. When an evacuation occurs, stop work immediately, follow the nearest exit, and proceed to the assembly point. Remain calm, follow instructions, and never re-enter the building until it is declared safe. Knowing what to do ahead of time can save lives during an emergency.

Discussion Points

1. Where are the emergency exits and assembly points on this site?
2. Who are the designated fire marshals or emergency coordinators?
3. What should you do if you discover an emergency before an alarm is activated?

