

**Fact-sheet** – How to safely evacuate all workers in case of emergency situations?



**What is the objective?**

**Why should the factory design a safe evacuation route?**

In case of emergency, all workers should be evacuated to a **safe place** away from any danger that could harm them as soon as possible. Each worker should be able to **continuously** evacuate safely from any point in a building or structure to a safe place.

To define a safe evacuation route, the factory should first be aware of the building structure and then:

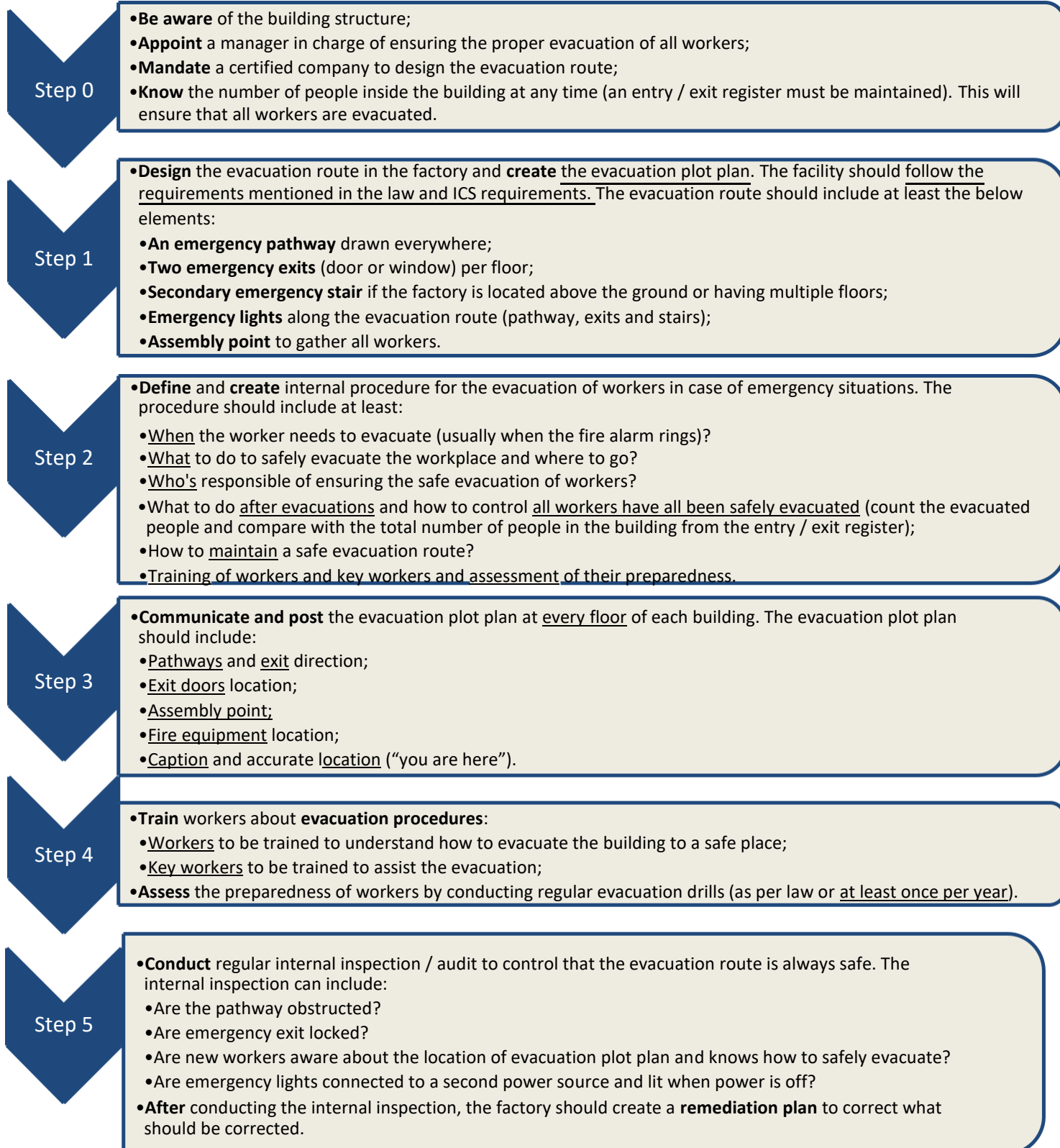
- ❖ **Create** an Emergency evacuation procedure ;
- ❖ **Post** the evacuation plot plan at each floor;
- ❖ **Design** on-site the evacuation route and **ensure the consistency** with the plot plan;
- ❖ **Train** workers and key workers (evacuation team) to evacuate and **assess** their preparedness;
- ❖ **Conduct** regular internal inspection to control the evacuation route is always safe to use.

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### How to achieve the objective?

#### ❖ How can the factory ensure a safe evacuation route in the building?



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➤ **How to build the emergency evacuation plot plan?**

If the factory does not have the suitable knowledge internally, it should be helped by an external certified company to define at every floor:

- The evacuation pathway ;
- The location of firefighting equipment, emergency exit and assembly point;
- Where to post the evacuation plot plan.

Example	Comments
	1
	2
	3

1  
Caption including a clear description of what will be found in the plot plan.

2  
The evacuation route of the floor including the pathway, the location of emergency exit, firefighting equipment, current location (where is the plot plan located) .

3  
The assembly point location.

➤ **How to design an appropriate evacuation route?**

The factory will follow the requirements of the law and ICS standard for the design of the evacuation route.

➤ **Emergency pathway**

- Marking with visible sign leading towards emergency exits and a safe place;
- The pathway should be non-obstructed (temporarily or permanently).

What does it mean?	Illustration	Definition
<p>Marking with visible sign and non-obstructed.</p>		Pathway identified and marked with tape or visible paint.
		The pathway is free from any obstacle (goods or machines) to ensure the access to exit and safe place.
		Direction to guide the worker to safe place.

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➤ **Emergency exit door compliant with law requirements**

- At least 2 doors per floor and different from the usual worker exit that can be opened outwards;
- For sliding or rolling doors, they should be kept locked in open positions;
- Designated with visible sign to easily detect the exit, non-obstructed / locked (temporarily or permanently) and located on each side of the working area;
- Each worker should be located at a reasonable distance of an emergency exit.

What does it mean?	Illustration	Definition
Designated with visible sign and non-obstructed		<p>Door is clearly designated to be an emergency exit</p> <hr/> <p>The door is not locked or being obstructed by goods or machines</p>

➤ **Secondary Emergency stairs**


- Provided with Handrails / guards to safely use the stairs in case of evacuation;
- Not obstructed (temporarily or permanently) and located on each side of the working area.

➤ **Emergency light**

- Along the emergency pathway, above the emergency exits (doors or windows);
- Connected to a second power source to ensure the evacuation route is visible.

➤ **Assembly point**



- Clearly designated with a visible sign and located away from the building and away from heavy traffic roads;
- The size should be sufficient to gather all workers.

What does it mean?	Illustration	Definition
Designated with visible sign.		The assembly point should be labelled indicating the safe place area.

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**Common non-compliances**

Non-compliance	Comment
	<p>The emergency exit door is obstructed by a permanent machine. In case of evacuation the workers will not be able to use the emergency exit and be evacuated into a safe place. The factory should inspect on a regular basis the factory premises to identify such situation to ensure the pathway to assembly point is always free of obstacle.</p>
	<p>The evacuation path is not marked or is not visible anymore. In case of emergency, the worker might not know the easiest and fastest route to use. Furthermore, the workers are not aware of the evacuation route and might potentially obstruct the path without knowing it is used to evacuate.</p> <p>The factory should conduct regular inspection to make sure all the evacuation pathways are clearly marked and that the workers can know from any point the evacuation route that should be taken.</p>
<p>The assembly point is not located away from the building</p>	<p>Based on observation, the factory did not provide a proper assembly point away from the building. In case of fire, the building might collapse therefore it is important to evacuate workers away from the building.</p>
<p>The assembly point is in a parking area</p>	<p>Based on observation, cars were found located on the assembly point. The area was found permanently obstructed.</p> <p>There is a risk that in case of fire, workers cannot have enough space to safely be gathered.</p>



**Good practices**

- The factory is conducting evacuation drills on a more regular basis than the frequency defined in the law or as per ICS to ensure the workers are always prepared to evacuate.