

Evacuation Planning & Emergency Preparedness

Evacuation Planning:

Be familiar with your building:

1. Review the floor plans posted on each floor.
2. Know the location of the two exits nearest you.
3. Know your primary evacuation route *and* the alternate route.
4. Know how many doors you will have to pass along your evacuation route before you reach the nearest exit.

Persons Requiring Special Assistance:

Some individuals, such as those with mobility, hearing or vision impairments, may require assistance during an evacuation.

If you will require assistance, review your needs with your supervisor or instructor in advance of an emergency.

Note: Stairwell landings can be used as areas of refuge while waiting for assistance from emergency personnel.

Emergency Preparedness:

Injury, illness or accident can happen at any time. Are you prepared to handle an emergency if one occurred today? Who would you contact? What resources would be available to you? Could you give appropriate guidance or direction to your employees or to your students?

Look for information or assistance from the following sources:

- Posted floorplans on each floor and the Physical Plant website.
- Fire Wardens on your floor/area.
- Designated First Aider in your area.
- Joint Health & Safety Committee Members.
- Security Services.
- Human Resources - Health & Safety.

What can you do to be better prepared BEFORE an emergency occurs?

- Review the information on the Emergency Preparedness and Procedures Website.
- Obtain a copy of the Emergency Procedures Flip Chart and keep it on hand.
- Ask your Supervisor for appropriate training.
- Participate in all drills and training.
- Take a CPR and first aid course.
- Review your work activities. Plan to eliminate hazards &/or reduce risks.
- All new employees must attend training at Human Resources.

For further information, *contact* the Office of Human Resources at 8671, 8806

or

Visit us on the Web at: <http://hr.lakeheadu.ca/wp/?pg=215>