

Emergency Evacuation Planning

When an emergency occurs, there is no time to organize as every second becomes valuable. Planning ahead for an emergency can make a difference and save lives.

What constitutes a workplace emergency or disaster?

- Terrorism
- Tsunami
- Volcano eruptions
- Wildfire
- Workplace violence resulting in bodily harm and trauma

Why we need to be prepared

- To protect employees, customers, others from hazards

- Evacuation procedures & emergency escape route assignments
- Procedure for employees who remain to operate critical operations
- Employee accountability procedure after evacuation
- Rescue and medical duties
- Means of reporting fires and other emergencies names/job titles of persons who can be contacted

Up to 40% of businesses affected by a natural or human-caused disaster never reopen, according to the Insurance Information Institute.

A workplace emergency or disaster is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or man-made and may include the following:

- Chemical emergency
- Civil disturbances
- Earthquake
- Fire
- Flood
- Hurricane
- Medical emergency
- Power outage

at the facility

- To maintain customer service by minimizing interruptions or disruptions of business operations
- To protect facilities, physical assets and electronic information
- To prevent environmental contamination

What is an Emergency Action Plan (EAP)

The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. The elements of the plan should include, but are not limited to:

How do we successfully implement an EAP

Drafting an EAP is not enough to ensure the safety of your employees and businesses. When an evacuation is necessary, you will need responsible, trained individuals who can supervise and coordinate activities to ensure a safe and successful evacuation. In addition, the EAP will be useful only if its content is up-to-date and employees are sufficiently educated and trained before an actual evacuation.

In order to successfully implement the EAP, you need to have a clear chain of command (aka authority), periodic employee training, and effective plan review, coordination and update.

Analyze • Inform • Motivate



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About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



ANALYZE

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

INFORM

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

MOTIVATE

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.