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# PRÉVENTEX EMERGENCY EVACUATION PLAN

**Préventex**  
Sector-based  
Association for the  
Textile and Knitting  
Industry

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In 2002, Préventex held a meeting on emergency measures, including a workshop dealing exclusively with emergency evacuation plans. Following the meeting, many companies have established official evacuation procedures while others are preparing to do so. Meanwhile, the legislation has been slightly modified, especially concerning the frequency of practice drills. In order to respond to the needs of its clientele, Préventex publishes a summary of the information presented at the meeting, with the hope of helping the companies we serve comply with legal requirements and primarily, protecting the health and safety of industry workers.

## The law prior to recent changes

### REGULATION RESPECTING INDUSTRIAL AND COMMERCIAL ESTABLISHMENTS

- 2.2.1 e) The leader of every establishment shall establish an emergency evacuation plan.
- 2.2.1 f) The leader of every establishment shall carry out practice drills for emergency rescue and evacuation, from time to time and according to specific hazards involved. Establishments with high risks of fire or explosion and with staff of 10 or more shall hold at least one practice drill per year.

## The law following changes

Here is an excerpt from the Regulation respecting occupational health and safety.

### EMERGENCY SAFETY PRECAUTIONS

- 34. Evacuation plan: In any establishment, an emergency evacuation plan shall be drawn up and be in force, if applicable.
- 35. Drills: Rescue and evacuation drills shall be held at least once a year. These drills are to be adapted to risks found in the establishment as well as to the nature of activities carried on there.

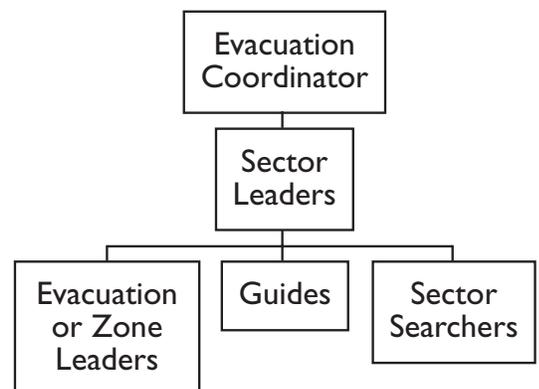
### WARNING

This document is not a model of an emergency evacuation plan. It should be used only to help draw up a procedure to evacuate personnel irrespective of the type of facilities or equipment.

*A look at the legislation*  
*The emergency procedure in eleven steps*  
*Description of individual tasks*  
*Complete evacuation plan*  
*Division of sectors into zones*

Reference : Diane Bruneau,  
prevention consultant

## CHART of Fire Safety Plan





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## THE PROCEDURE IN ELEVEN STEPS

The procedure has eleven steps, with Step 2 being the longest and most complex. It is the most crucial part of the procedure and is itself divided into 11 steps.

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### **1 Appoint a person in charge of developing the evacuation procedure.**

This person will not necessarily be in charge of coordinating the evacuation.

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### **2 Develop and write down the evacuation procedure.**

See details at A to K.

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### **A Evaluate the situation**

The objective is to collect the following information in case an evacuation becomes necessary:

- Location of equipment
- Features of the facilities, such as number of stairs and stairwells, location of emergency exits, etc.
- Number of people to evacuate, at all times (including office staff)
- Composition of work crews (day, night, weekend)

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### **B Make an inventory of chemical products**

- Identify products and their location
- Determine WHMIS and TDG category
- Evaluate maximum quantity of products found at every location

In case of a fire emergency, for example, it is important to know where flammable products are stored since alternative evacuation route will have to be found if the fire is in that area.

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### **C Make a plan of the facilities**

Make a plan or a simple drawing of your plant on 8½ x 11 or 8½ x 14 paper. Indicate the location of:

- Fire extinguishers
- First-aid kits
- Circulation lanes
- Emergency exits (numbered if possible)
- Outdoor meeting station (away from prevailing winds)
- Alarms (if applicable)
- Storage areas (major) of chemical products (if applicable)
- Gas checkpoint (if applicable)
- Automatic sprinklers checkpoint (if applicable)
- Waiting areas (only if evacuation requires going down stairs)

This plan can be used again later to make diagrams of emergency exits and posted up.

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### **D Make a plan of each sector**

This plan will indicate where people should exit the building, taking into account:

- The number of people to evacuate
- The distance to cover
- The number of available exits

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### **E Subdivide sector into separate zones**

Large sectors areas should be divided into smaller sectors (zones), again taking into account:

- The number of people to evacuate
- The distance to cover
- The number of available exits

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### **F Identify requirements for evacuation team and select members**

(See task descriptions at end of document)

- Appoint evacuation coordinator first
  - This may be the person who drew the plan. He or she should be a fairly senior employee since important decisions will have to be made on behalf of the company and the employees.
- Appoint required personnel for each sector:
  - One sector leader
  - One evacuation leader or zone leader (one person for each door)
  - One guide
  - One searcher (if some areas of the sector are isolated or closed off)

According to the specific layout of the plant, some of the tasks can be combined.

When appointing personnel, remember the qualities needed for the task:

- Sufficient authority or leadership to impose evacuation instructions and take decisions under pressure
- Capacity for team work

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### **G Identify waiting stations**

Waiting stations are areas where those who are unable to descend stairs will wait for assistance from firefighters.

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### **H Establish a contract for assistance**

Necessary arrangements have to be taken to ensure the comfort and safety of evacuated personnel, especially during the winter season. The contract may involve a neighboring plant, bussing services, etc.

Check with your local fire station to find out if it offers this type of service.

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### **I Write instructions for personnel**

These should include instructions for different emergency situations (small fire, major fire, etc.)

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### **J Prepare training and information sessions**

Develop content of the following:

- Training for team members
- Information sessions for all personnel

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### **K Plan practice drills**

The law indicates that practice drills should be held at least once a year; they should be more frequent where higher risks are involved.

Determine the frequency of drills in your workplace.

Avoid holding drills in cold weather.

Again, check with your local fire station: it may offer free assistance.

Because drills are designed to test the procedure, an evaluation should be conducted after the exercise to bring corrections to the plan if necessary.

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### **3 Get approval for the plan from the upper management**

Members of upper management should be fully informed of the emergency evacuation plan and what it involves before the plan is implemented.

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### **4 Number each exit and trace circulation lanes**

- Trace circulation lanes indicated on the plan on the floor itself. In case of evacuation, people who are not familiar with the plant or are disoriented because of the smoke can follow the lines drawn on the floor to reach an exit.
- Post numbers on the doors (or frame), both inside and outside. This makes it simpler to develop and explain the procedure.

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### **5 Give training to team members**

The training developed at Step 2 is given to all team members. The session should clearly explain their role, as well as the role of other team members in order to avoid misunderstandings in emergency situations.

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### **6 Hold a practice drill with team members and modify plan if required**

Following the drill, meet with team members to discuss roles, procedures and instructions, and adapt the plan according to input.

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### **7 Hold information sessions with employees**

Include all personnel, management, office workers, lab technicians and production staff.

Explain the general evacuation procedure, the instructions developed at Step 2 and introduce team members.

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### **8 Post the plans and instructions on the premises**

Plans and instructions should include the following:

- Sector plans similar to those found in hospital ('You are here' with arrow pointing to nearest exit)
- The procedure to follow, as explained at the information session

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### **9 Hold a full practice drill**

Prior to the drill, contact your local fire station to obtain:

- Their participation
- Their input on the evacuation plan

Since the objective of the exercise is to test the procedure, hold an evaluation meeting following the drill.

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### **10 Modify the plan (if required)**

Bring corrections only if results of the practice drill and comments from the fire fighters make them necessary.

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### **11 Update the evacuation regularly**

- Update the list of team requirements
- Update sector plans if necessary
- Update evacuation plan according to personnel reallocations
- Provide training for new team members
- Give information to new employees

## **DESCRIPTION OF TASKS FOR TEAM MEMBERS**

The following are general descriptions. They should be adapted to the specific features of facilities.

### **Evacuation Coordinator**

- Orders evacuation in case of fire or other emergency situation.
- Takes complete control of the situation.
- Assists team members during the evacuation process.
- Serves as contact with fire station and management.
- Changes the outdoor meeting station if required and notifies sector leaders.
- Authorizes evacuated employees to leave the premises or return inside the building.
- Once fire is under control, organizes a meeting to evaluate the procedure.

## Sector Leaders

- Assist evacuation or zone leaders.
- Make sure people evacuate the building rapidly.
- Direct evacuated staff to alternate exits if necessary.
- Remain in sector until every employee is out.
- Take a roll call of employees under their responsibility and report to coordinator.
- Serve as contact with evacuation coordinator (report missing people and those who need held).
- Carry out any task delegated by their superior.
- Once the situation is under control, take part in the evaluation meeting.

## Evacuation or Zone Leaders

- Keep count of the number of people assigned to their zone (absent employees, departure, arrival, overtime, etc.)
- Coordinate zone evacuation through designated door.
- Make sure people are exiting without trying to find personal belongings.
- Remain in zone until every employee is out.
- Take a roll call at the meeting station.
- Report any missing person to sector leaders promptly.
- Provide any pertinent information on the

evacuation or fire to sector leaders.

- Carry out any task delegated by their superior.
- Once the fire is under control, take part in evaluation meeting.

## Guides

- Help evacuate people in need of assistance.
- Direct people who need help to predetermined waiting areas.
- Notify sector leaders of the situation.
- Stays on the premises with the person until assistance arrives.
- Once at the meeting station, report to their sector leader.
- Guides with first-aid training provide first-aid assistance to people in need.
- Ask the evacuation coordinator for ambulance services if necessary.
- Carry out any task delegated by their superior.
- Once fire is under control, take part in evaluation meeting.

## Searchers

- Evacuate areas that are isolated or closed off in their sector (bathrooms, exhibit halls, storage areas, etc.)
- Report to sector leaders for roll call.
- Carry out tasks delegated by their superior.
- Once fire is under control, take part in evaluation meeting.

## EVACUATION PLAN

