

Emergency Evacuation Planning Checklist

Company Name:		Date Completed:	
Worksite Location:		Completed By:	
Requirements for Emergency Preparedness and Response			
Risk assessment		Identify hazards	Put controls in place
Evacuation needs?		Training of workers	Annual exercise / drill
Considerations for your Evacuation Plan			
Possible emergency situations		Environmental	
Infrastructure		Industry Specifics	
Workplace / Location Conditions (What can challenge evacuation, or access for emergency services)			
Responding to Alert (Warning is to prepare for evacuation / Order is direction to evacuate)			
Knowing When to Evacuate			
Review existing emergency procedures and consider the following:			
Review & update emergency agency contact info		Post the procedure and maps	
Who needs to be evacuated & from where?		Designate evacuation wardens	
What's hazardous if exposed to elements?		Workers with disabilities / mobility challenges	
ID machinery or work needing to be shut down.		Language barriers	
Designate evacuation routes		First Aid Procedures and Available supplies	
Assembly Areas and Accountability			
Identify assembly location and related transportation requirements			
How to stay in contact and complete secondary evacuations (if required)			
Communication, Education & Training			
Get input from workers, H&S representatives, and Committees			
Communicate with emergency management authorities and workers			
Know your neighbors and their situations for possible resources and hazards			
Educate your workers about the plan			
Review and Host Drills at least once a year, discuss the plan each season			
Re-entry Procedures			
Extreme Caution Required due to possible Rescue, Damaged Buildings & Contaminated Land			
Re-entry only once evacuation order expires or order is lifted, changed, or you have necessary permits			
Support for Workers			
During and After and Emergency look for ways to support your workers by:			
Connecting with Local or Provincial support Agencies (Financial / Counselling)			
Discuss needs and see how you are able to help (Flexible Hours, Child Care)			
For More Information			
agsafebc.ca/tools/emergency-planning-resources		worksafebc.com	emergencyinfobc.gov.bc.ca