

Company _____ Location _____ Date _____

Vol 28 - No 53 SAFE EGRESS IN AN EMERGENCY

When working in an office, warehouse or job site it is important to have proper plans in place in order to evacuate in a timely manner. Knowing how and when to exit a building is critical in an emergency situation. All employees should be properly trained on emergency exit procedures, and evacuations should be routinely practiced.

For egress at work, it is necessary for a job site to be laid out with proper egresses to allow individuals to leave the location quickly in case of an emergency. The number of exit routes available must be related to the size and configuration of the workplace and the number of personnel within. OSHA requires every workplace to have at least two emergency exits, or more depending on the size of the facility or workforce, therefore, workplaces with a small number of personnel would not require as many exit routes as one that is highly populated.



Lighting is important with respect to egress. All exit routes must be adequately lit even in the case of power outages. The lighting in these areas must be reliable and should be checked regularly. Exit signs should be self-lighting or made of reflective material, in order for them to remain visible during power outages.

An emergency evacuation plan (see illustration) must be in place for the quick and safe evacuation of personnel; this plan must be adequately communicated to all employees. There should also be individuals assigned to assist with the evacuation process that are trained to do so for specific exits or muster points. It is important that all employees recognize the evacuation signal and pay attention to evacuation instructions. They should follow the nearest exit route and be aware of the designated meeting/muster area. The location of exits, fire extinguishers, first aid kits and muster points should be clearly marked.

To keep exit routes safe, OSHA advises:

- Keep all stairs and walkways clear of debris such as tools and equipment and cleaned of slippery substances such as: ice, water, oil and grease
- Passageways should be clear of tools, equipment and other materials
- All exit routes must be properly lit at all times
- Emergency routes and equipment must be kept free of obstructions
- Arrange exit routes so employees will not have to travel past high-hazard areas unless absolutely necessary
- All electrical cords or hoses crossing walkways must be properly secured and not interfering with walkways
- Evacuation drills should occur frequently enough to keep all personnel properly trained in evacuation routes and procedures
- Clearly label doors that can be mistaken for an exit with a sign reading "Not an exit" or indicating the room's use, such as "Closet."
- As always, good housekeeping should be practiced at all times

Company _____ Location _____ Date _____

Vol 28 - No 53 SAFE EGRESS IN AN EMERGENCY

When working in an office, warehouse or job site it is important to have proper plans in place in order to evacuate in a timely manner. Knowing how and when to exit a building is critical in an emergency situation. All employees should be properly trained on emergency exit procedures, and evacuations should be routinely practiced.

For egress at work, it is necessary for a job site to be laid out with proper egresses to allow individuals to leave the location quickly in case of an emergency. The number of exit routes available must be related to the size and configuration of the workplace and the number of personnel within. OSHA requires every workplace to have at least two emergency exits, or more depending on the size of the facility or workforce, therefore, workplaces with a small number of personnel would not require as many exit routes as one that is highly populated.



Lighting is important with respect to egress. All exit routes must be adequately lit even in the case of power outages. The lighting in these areas must be reliable and should be checked regularly. Exit signs should be self-lighting or made of reflective material, in order for them to remain visible during power outages.

An emergency evacuation plan (see illustration) must be in place for the quick and safe evacuation of personnel; this plan must be adequately communicated to all employees. There should also be individuals assigned to assist with the evacuation process that are trained to do so for specific exits or muster points. It is important that all employees recognize the evacuation signal and pay attention to evacuation instructions. They should follow the nearest exit route and be aware of the designated meeting/muster area. The location of exits, fire extinguishers, first aid kits and muster points should be clearly marked.

To keep exit routes safe, OSHA advises:

- Keep all stairs and walkways clear of debris such as tools and equipment and cleaned of slippery substances such as: ice, water, oil and grease
- Passageways should be clear of tools, equipment and other materials
- All exit routes must be properly lit at all times
- Emergency routes and equipment must be kept free of obstructions
- Arrange exit routes so employees will not have to travel past high-hazard areas unless absolutely necessary
- All electrical cords or hoses crossing walkways must be properly secured and not interfering with walkways
- Evacuation drills should occur frequently enough to keep all personnel properly trained in evacuation routes and procedures
- Clearly label doors that can be mistaken for an exit with a sign reading "Not an exit" or indicating the room's use, such as "Closet."
- As always, good housekeeping should be practiced at all times