



Evacuation Coordination Facilitator Guide

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Midwest Consortium for Hazardous Waste Worker Training

Acknowledgments

The Midwest Consortium developed this course under cooperative agreement number U45 ES 06184 from the National Institute of Environmental Health Sciences (NIEHS).

We encourage you to comment on these materials. Please give your suggestions to your Program Director.

Warning

The Midwest Consortium has copyrighted this material. A recipient of the material, other than the Federal Government, may not reproduce it without permission of the copyright owner. The material was prepared for use by instructors experienced in the training of persons who will be involved in planning for evacuation of the facility and conducting the evacuation should an emergency occur. Authors of this material have prepared it for the training as of the date specified on the title page. Users are cautioned that the subject is constantly evolving. Therefore, the material may require additions, deletions, or modifications to incorporate the effects of that evolution occurring after the date of this material preparation.

Disclaimer

The Occupational Safety and Health Administration (OSHA) rules to help ensure worker health and safety during emergency response activities require specific training for those who plan and coordinate evacuation activities as a part of an emergency response. For further information about the training requirements for emergency response personnel, consult the training instructor and/or your company emergency response plan, emergency action plan or your health and safety representative.

Content was updated May 22, 2024 and all weblinks were active at that time; if an error is found please inform your Program Director so it can be updated.

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Overview

This course was developed to meet the requirements of the OSHA Hazardous Waste Operations and Emergency Response Standard, 29 CFR 1910.120 and Employee Emergency Plans and Fire Prevention Plans, 29 CFR 1910.38. The program is designed to provide Evacuation Coordinators with the knowledge and skills required to assist employees in evacuating their facility in the event of an emergency. It may be appropriate to add shelter-in-place content as well.

This course is designed to be completed in 2 hours, not including breaks.

Facilitator Preparation

This course incorporates a variety of teaching methods to meet varied learning styles. Presentation, discussion, and small group exercises are used. This guide will give you direction for presenting the material, including objectives of the sessions and directions for facilitating them.

As a facilitator, you should carefully review this guide and the Participant Guide. In addition, you should be familiar with OSHA's HAZWOPER Standard, 29 CFR 1910.120 and OSHA's Standard on Employee Emergency Plans and Fire Prevention Plans 29 CFR 1910.38.

Sample Agenda

Introduction	15 minutes
Roles and Responsibilities	45 minutes
Evacuation Drills	45 minutes
Closing	15 minutes

Successful completion

Successful completion for this course is defined as:

Attendance, Conduct a Drill, Examine Results

Instructional Resources

The resources listed below may be helpful when preparing to teach this course.

1. Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120 - Occupational Health and Safety Administration (OSHA)
2. Employee Emergency Plans and Fire Prevention Plans, 29 CFR 1910.38 - OSHA
3. Employee Alarm Systems, 29 CFR 1910.165 -OSHA
4. OSHA Evacuation Plan and Procedures eTool
<https://www.osha.gov/etools/evacuation-plans-procedures/eap>
5. Mock Emergency Action Plan, Appendix B, Participant Guide

Graphics and audiovisuals

Graphics and audiovisuals can be used to assist with in-class instruction. Photos, charts, slides, posters, short videos and PowerPoints are also useful training tools and may be introduced where appropriate. You will need to use an evacuation map to illustrate the type of information that is depicted.

If you are delivering this program to a specific facility, you should use graphics that depict emergency procedures for that location. This may include photos or PowerPoint slides that depict emergency exits, maps, designated assembly areas, or in-place shelters.

Exercises

Small-group exercises are incorporated throughout the course. The purpose of the exercises is to involve participants in clarifying information, identifying options, and applying the skills they will need. Be sure to allow sufficient time for participants to complete the exercises and discuss them afterwards. This guide will inform you how to run the exercises and will give you the exercise answers.

Because class activities and exercises enhance the learning process, it is important to

make discussions comfortable so that everyone can participate. Assume that every class will have participants with a wide range of communication skills. Some participants will have no problem in participating in group discussion, while others may have a hard time in front of the group.

Suggestions for handling group exercises and discussions include the following:

- Allow participants to express their values, attitudes, and opinions freely.
- Do not judge participants' responses.
- Facilitate discussion by paraphrasing and clarifying. It is seldom appropriate for the facilitator to give opinions.
- Avoid putting people on the spot. Instead of asking individuals for answers, have a voluntary group spokesperson present answers to the class.
- Keep the groups focused on the task at hand. Because small-group exercises can draw heavily on the participants personal experience, sometimes one person can dominate the group and runaway with the discussion. If you see this happening, steer the discussion back on track by asking another group for reactions.
- Keep the participants alert and interested by encouraging participation. If the groups are not participating or are giving only cursory answers, ask them probing questions about their answers to make them be more specific.

Evacuation Drills

The last session in this course discusses how to set up and implement an evacuation drill. If the facility has already conducted these drills, the facilitator should discuss the steps that have been taken to implement the drills. If this is the case, less time will be required to complete the last session. The facilitator may wish to fill this time by assisting the class in evaluating the existing evacuation plan and critiquing drills that have occurred. Alternatively, shelter-in-place content can be added.

Introduction

Time Requirement: 15 Minutes
Number of Facilitators 1

Materials

- Whiteboard or equivalent; markers
- Sign-in sheets
- Registration Materials
- Participant Guide
- Handouts (if applicable)
- Internet access for video clip

Objectives

- Introduce the course agenda and objectives
- Learn about the participants' work backgrounds and their reasons for taking the course
- Answer initial questions that participants may have

Presentation of the Session

Introduce facilitator(s) and provide any needed orientation. Review MWC, NIEHS 'model programs' and uses of evaluation.

Present the agenda that has been prepared, noting that training time does not include breaks. Note that attendance is required for the duration of the program.

Ask participants to introduce themselves, describing experience and what each wants to gain from the session. Note any goals identified by participants that are not in the listing above - address any that may fit with the session materials and describe why remaining goals are outside the scope of this training.

Collect any forms and provide to program staff for retention.

Roles and Responsibilities

Time Requirement: 45 Minutes
Number of Facilitators 1 or more, consistent with ratio shown in Minimum Criteria

The session begins with a discussion of an emergency that may have occurred and the importance of having established evacuation procedures. Evacuation Coordinators play a critical role in ensuring that all employees are protected when an emergency occurs. A fire may require evacuation and severe weather may require that employees proceed to shelter-in-place areas that have been established inside the building. In either case, the Evacuation Coordinators are responsible for making sure that all employees get to these places of refuge in a safe manner.

Minimum Requirements

- Emergency Action Plan
- Incident Management System
- Directing and Assisting

Presentation of the Session

1. Discuss an event that resulted in an evacuation or in-place sheltering. If participants have not experienced such an event, the facilitator will have to provide his/her own example.
2. Discuss the session objectives.
3. Discuss the elements of an Emergency Action Plan.
4. Complete Activity 1a or 1b.
5. Discuss the various members of the Evacuation Team.
6. Discuss the importance of using an Incident Management System when responding to any emergency.
7. Discuss how evacuations can be run using an Incident Management System.
8. Complete Activity 2.
9. Discuss how Evacuation Coordinators can direct and assist employees.

- 10. Use an emergency map of a facility to conduct Activity 3.
- 11. Discuss the safe behaviors that are expected of employees during evacuations.
- 12. Summarize the session.

Answer Key: Activity 1

Action	Information	Source
Proceed to the nearest exit	Exit locations, meaning of alarm signals	Emergency map
Report to designated assembly areas	Location of assembly areas	Emergency map or supervisor
Let Evacuation Coordinator know you made it out safely	Identity of your Evacuation coordinator	Your supervisor
Remain in assembly area until all clear signal is given	All clear signal	Emergency Map or your Supervisor

Answer Key: Activity 2

Incident Commander

Decision to evacuate all or part of the facility depends on the nature of the emergency and the area(s) affected. Certain emergencies, such as fires or chemical releases, can threaten a large area immediately. The decision to evacuate should be based on a worst-case scenario. In some cases, only employees in the immediate area should be evacuated, such as when a fixed fire suppression system has been discharged in a specific area.

Building Captain

The Building Captain should identify all disabled employees in his/her area and maintain a log with their work location. The Building Captain can use a pre-assigned buddy system to provide assistance to employees who need special assistance. The Building Captain should also designate alternates in the event that one of the buddies is not at work. The other option is to provide pre-designated areas of safe refuge where disabled employees could go until emergency responders can provide rescue services.

Floor Captain

Make sure employees know the location of assembly areas outside the building. Request help from other employees in identifying missing persons. Request all employees to stay in assembly area until all clear signal is sounded. Where possible, use a roster to account for those who are present and absent. As you are leaving the building, use evacuation sweepers to move all employees out of the building. Although you may not know where a specific employee is, you can say the employee is not in the area that has been swept.

Support Personnel

Make sure contractors have been informed of evacuation procedures. Conduct a sweep of the area, checking all areas where contractors, visitors, or vendors might be present. Ask contractors to keep track of their own employees and report during the head count to the Building Captain.

Answer Key: Activity 3

The answers to Activity 3 will depend on the map the facilitator uses. The facilitator should select an area in the facility where an emergency is occurring. Indicate the area on the map and ask participants to indicate their exit number, a primary route, and the appropriate assembly area. The facilitator may want to ask where emergencies have occurred in the past and use these as examples. The facility may want employees to report to the assembly area that is closest to the exit that is used. In this case, the Building Captain for that Assembly Area should radio to the employee's normal assembly area and report his/her presence. The facilitator can use up to 5 examples that give participants an opportunity to determine how they would exit the building and where they would report.

Evacuation Drills

Time Requirement: 45 Minutes
Number of Facilitators 1 or more, consistent with ratio shown in Minimum Criteria

Conducting an evacuation drill is the best way to ensure that employees are familiar with the proper procedures. Although OSHA does not require evacuation drills, many employers conduct them to ensure employee safety. By conducting evacuation drills, the facility can identify problems that may exist and correct them before a real emergency occurs. The focus of this session will be how to set up and implement an evacuation drill. Not everyone in the class may be responsible for implementing evacuation drills. However, everyone does need to be familiar with how to run and document a drill.

Minimum Requirements

- Planning a drill
- Organizing a drill
- Implementing a drill
- Evaluating a drill

Presentation of the Session

1. Discuss the importance of conducting evacuation drills. The facilitator may want to use the attack on the World Trade Center as an example of why drills are critical. More lives were saved in the attack because people evacuated the buildings quickly.
2. Discuss the session objectives.
3. Discuss the elements of an Emergency Action Plan. Assist the group in determining if their plan is missing any elements.
4. Discuss the elements that go into a proposal for conducting a drill. If the participants have been involved in a drill, discuss how they answered the questions in the Participant Guide.
5. Discuss the importance of getting approval and notifying those who may be

affected by the drill.

6. Complete Activity 4.
7. Discuss the steps in implementing a drill. Refer to the Participant Guide for a sample checklist that could be used to evaluate the drill as it occurs.
8. Discuss the different ways you could evaluate the drill. When the drill is completed, the facility may want to consider completing the “Sample Evacuation Drill Report” in Appendix A. This will provide documentation for drill completion.
9. Refer to the steps in the Key Action Checklist in the Participant Guide. This provides a summary of all the steps that will be necessary.

Activity 4

Divide the class into small groups and have each group designate a spokesperson. Ask the groups to answer the questions. The answers to the questions are provided below.

1. Normally, the facility manager or his/her designate will have to approve having an evacuation drill. This may include the Human Resources Manager or other appropriate official.
2. You will need to contact everyone who may be affected by the drill. This may include the Security Department for the facility, the local fire department, and management officials within the facility whose work may be impacted. You may also want to consider informing neighbors of your activities to avoid confusion and fear.
3. Training should be provided to small groups of employees by Floor Captains (Supervisors). This could occur as part of a safety talk.
4. You can advertise the drill through company bulletins, posters, safety talks, notes in pay envelopes, and any other methods you can think of.

Closing

Time Requirement: 15 Minutes
Number of Facilitators: 1

Materials

- Whiteboard or equivalent; markers
- Evaluation Forms
- Certificates, if appropriate

Objectives

- Review program objectives
- Answer questions
- Collect feedback (evaluation forms)

Presentation of the Session

Thank participants for attending the program.

Review the program objectives.

This is an opportunity for final questions and to ensure that the list of questions has been addressed during the program.

Evaluation is important to continued program improvement. This should not be rushed. Provide time to complete the program evaluation forms and collect them.

Forward suggestions to improve this exercise to your Program Director. Forward any impact stories or 'takeaways' to your Program Director.