



2600SEG103

STANDARD FOR EMERGENCY EVACUATION PLANS FOR BUILDINGS, OFFICES, AND OTHER WORK AREAS

APPENDIX B PROCEDURE FOR EMERGENCY SITUATIONS

1. Immediately notify the incident to the:
 - a. Safety Control and Emergency Dispatch Center, phone numbers; 119, 911,
 - b. Activate the alarm or mechanism established to alert occupants.
 - c. Coworkers in the area, even if the fire is controlled or extinguished.
 - d. The supervisor in charge of the area.
2. Locate the extinguishers according to the drawings. Only those individuals who have been trained on how to handle extinguishers are authorized to use them in an emergency situation.
3. Should it be possible and safe, the designated personnel should turn-off the central air conditioning system and other electrical devices before evacuating the building.
4. Orderly meet at safe meeting points.
5. Aid handicapped individuals in the area to evacuate safely. The supervisor shall designate a person to assist these individuals.
6. Verify that all employees have evacuate. The supervisor shall notify the Coordinator of the results of the verification. Firemen shall be notified in case there is anyone missing.
7. If firemen authorize it, indicate that employees may enter or return to the facility.
8. Rescue operations and medical work shall be performed by the firefighters, unless there are qualified and authorized persons to do it without hazard to their own lives.