



2600SEG103

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

1.0 PURPOSE

This standard establishes the requisites for developing evacuation plans as well as the responsibility of periodically maintaining and exercising said plan.

2.0 BACKGROUND

Some ACP units have evacuation plans developed pursuant to instructions from the Inspection Branch of the Emergency and Contingency Management Division (MRE), and from the Safety and Industrial Hygiene Unit (RHSI). Additionally, there are evacuation instructions from the Protection and Emergency Response Division (OPP) to be implemented in case of bomb threat. Some indications shall need to be updated and duly coordinated so as to avoid duplicating efforts.

3.0 SCOPE

This standard applies to Panama Canal Authority (ACP) facilities (shops, offices, warehouses, etc.). Complexes such as the Locks, Corozal West, the Dredging Division, the Fleet and Equipment Maintenance Division, as well as other similar complexes must establish global contingency plans in coordination with OPPB and RHSI.

4.0 LEGAL FOUNDATION

This standard is based on Agreement No.12 of the Panama Canal Authority Board of Directors, Risk Control and Occupational Health Rules, Chapter III, Article 25.

5.0 DEFINITIONS

To the effects of this standard the following definitions are established:

5.1 Emergency: An unforeseen or unexpected event that may result in an accident with severe consequences, with irreparable loss, or that might endanger the life, health and security of employees or property. Fires, medical emergencies, floods, structural faults, slides, hazardous materials or oil derivatives spills or leaks, uncontrolled electricity hazards, and seismic activities, among other, constitute an emergency.

5.2 Facility: Office, building, shop, buildings complex, work and/or storage areas, that constitute a work center whether physically delimited or not by walls, fences or other obstacles.

5.3 Evacuation Plan: Written document with attached diagrams or plans (architectural floor plan) of the facilities, in which the instructions that employees should know and follow are established regarding evacuation routes, emergency exits, safe meeting points, and other necessary information to be used while evacuating facilities due to an emergency.

5.4 Safe Meeting Point: Physical location or predetermined place, either inside or outside a facility, in which the Evacuation Plan establishes that occupants shall be protected from the hazards entailed by an emergency.

5.5 Evacuation Route: The way that a facility occupant must follow to reach a location where he is considered (by the Evacuation Plan) to be safe from the hazards that originated the evacuation.

5.6 Emergency Exits: Physical means that allows the occupant to exit a facility. Emergency exits must be adequately identified, signaled, and illuminated for emergency situations.



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6.0 GENERAL

6.1 Building occupants must be informed of how they must act in case of an emergency.

6.2 Diagrams indicating evacuation routes must be placed in visible spots and accessible to all facilities.

6.3 Whenever there are special conditions present, such as handicapped occupants requiring assistance to evacuate, or highly hazardous industrial processes, the Evacuation Plan must indicate the actions to take and the parties responsible for taking such actions.

6.4 Should an emergency be detected the party responsible for the evacuation plan shall be immediately informed of the following: who is providing the information, where from, what happens and where it happens.

6.5 The mechanism and methodology to be used to alert occupants of the presence of an emergency situation must be established. For instance: loudspeaker, whistles, rings, bells, etc..

6.5.1 Evacuation Plan

6.5.1.1 Shall be written, updated, and know by all employees in order to be capable to be exercised quickly in an emergency situation. Attached forms No.1 and No.2 must be used.

6.5.1.2 Shall be consulted initially with the Safety and Occupational Health Specialist assigned to the facility.

6.5.1.3 Shall indicate the positions and names of the persons that must be contacted and their responsibilities.

6.5.1.4 Shall describe the facility, include all evacuation routes, safe meeting points to be used during emergency situations. Shall establish maximum safety distances and identify emergency signs and illumination.

6.5.1.5 Shall identify the procedures to reenter facilities..

6.5.1.6 May be part of other plans, such as fire response procedures and bomb threat response plans.

6.5.1.7 Shall be revised at least after it is amended regarding designated employee responsibilities, actions to be taken under the Plan, facilities physical conditions or after the facility is relocated to another area.

6.5.2 Evacuation

6.5.2.1 Evacuation routes shall be signalized, maintained clear at all times, and have emergency lights if necessary.

6.5.2.2 Emergency exits, their components, and accesses shall be maintained free from obstructions, accessible and functional at all times. Exiting through these exits shall be possible without the need to use keys, remove chains, use equipment, tools or maneuver mechanisms, and possess special knowledge.



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6.5.2.3 Elevators must not be utilized during emergency situations.

6.5.2.4 The facility must be evacuated in an orderly manner, without running or going back, and in the direction of the previously established safe meeting points..

6.5.2.5 After evacuating, verification must be carried out as to all employees having gone to the safe meeting points. Should one or more persons not appear, this must be immediately notified to the supervisor of the Firemen Section (OPPB) in charged of the emergency.

6.6 Training

6.6.1 Every employee coming to work for the first time shall be trained on the facility's Evacuation Plan.

6.6.2 Each time the Evacuation Plan is changed or updated, all personnel working at the facility shall be informed and trained on the changes or updates.

6.6.3 A copy of the Evacuation Plan must be available to all the employees in the facility, for their consultation.

6.6.4 A sufficient number of employees shall be trained to assist with the safe and orderly evacuation of all employees.

6.6.5 Contractors shall provide training to their own employees.

6.7 Meetings to evaluate the evacuation plan

6.7.1 When the Evacuation Plan is implemented, the facility manager shall coordinate a meeting with those responsible for executing the Plan. This meeting shall be held with the purpose of evaluating such plan and identifying aspects that should be incorporated or improved, considering MRE recommendations.

6.7.2 This meeting shall be documented and a copy of the minutes shall be forwarded to the Safety and Industrial Hygiene Unit, for their file.

7.0 RESPONSIBILITIES

7.1 Responsibilities to ensure the compliance with this standard are described in ACP regulation 2600SEG101

7.2 Division Manager

7.2.1 Developing and keeping an effective written Evacuation Plan, known by all employees.

7.2.2 Carrying out all consultations in with the Inspection Unit of the OPPB in reference to the requirements that the evacuation plan must fulfill.

7.2.3 Making sure that all alarms and other emergency communication means are in operating conditions..



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7.2.4 The Division Manager occupying the facility may designate (only upon his absence) a trustworthy person to assume the duties of the Evacuation Plan Coordinator, with all the responsibilities involved, and the authority and the expeditiousness required.

7.2.5 The Manager of the Division owning the facility shall designate the staff responsible for developing and keeping the Evacuation Plans up-to-date.

7.2.5.1 Is responsible for exercising the Evacuation Plan every two years and make the necessary adjustments. Whenever the risks associated to the facility may indicate, drills shall be performed at shorter intervals.

7.2.5.2 The Evacuation Plan drills shall be coordinated with OPPB , and the Safety and Occupational Health Specialist assigned to the facility.

7.2.6 To see that all personnel holding responsibilities under the Evacuation Plan be instructed about their responsibilities.

7.3 Engineering Division de (IAI)

7.3.1 The Planning and Projects Unit (IAIA) is responsible for rendering services regarding the development and final preparation of the plans to be used together with the unit's Evacuation Plan.

7.4 Contractors

7.4.1 Contractors should become familiar, know and properly inform all of their employees about the Evacuation Plan in force at the facility.

7.5 Safety and Industrial Hygiene Unit(RHSH)

7.5.1 Safety and Occupational Health Specialists should assist managers in revising the original Evacuation Plan.

7.6 Firemen Section (OPPB)

7.6.1 Shall perform the plan's revision, evaluation and approval prior to its implementation.

7.7 Should an emergency situation be found that might endanger the life, health and safety of employees or property, ACP, employees, contractors and third parties located within the areas of responsibility of the ACP are responsible for immediately notifying the Dispatch Center for Emergencies and Contingencies.

8.0 INQUIRIES

All information or clarification on the contents or application of this standard shall be requested in writing to the Safety and Industrial Hygiene Unit (RHSH).

9.0 EXCEPTIONS

Temporary digressions or exceptions in the compliance with this standard shall be requested in writing to the Safety and Industrial Hygiene Unit (RHSH).



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10.0 DURATION

This standard shall continuously be in force until it is amended or revised.

11.0 REFERENCES

11.1 Work instruction of MRE quality system No: SCI-MRE-09-009 (Evacuation Plan).