EVACUATION PROCEDURES IN FOOD PROCESSING AND HANDLING ENVIRONMENTS

THE EVACUATION TEAM

MICRO-LEARNING COURSE OUTLINE

- **Getting everyone out of a building safely in an emergency takes teamwork.**
  - That means everyone needs to know "who does what" during an evacuation.

- **It starts with the facility's "Evacuation Wardens".**
  - They are employees who have volunteered to take responsibility for getting everyone outside to safety when an evacuation is necessary.
  - They check offices, bathrooms and other spaces to make sure everyone has left.
  - They help people with special needs to evacuate safely as well.
  - The Evacuation Wardens themselves are some of the last people to leave the facility.

- **Employees who know how to use portable fire extinguishers may remain in the building to fight smaller blazes.**
  - If the fires become too big or get out of control, these people will evacuate too.

- **"Stay behind" personnel may stay in the facility to shut down any equipment and processes that could...**
  - Be damaged.
  - Create additional hazards if they're left in operation.

- **Some team members may be designated to shut off gas, electricity and other utilities as well.**
  - They will have the knowledge and training to perform their tasks and then get out safely.
  - They will also have learned to recognize if it's become too dangerous to stay in place and they need to abandon their tasks and leave the area.

- **You could choose to participate in one of these roles.**
  - If you're interested, talk to your supervisor.

- **You can also play an important role as an evacuee.**
  - Evacuees are responsible for carrying out evacuation procedures properly.
  - Ultimately, evacuees are what makes the evacuation work.