

GIVE YOURSELF AN OUT

How would you escape from your workplace in an emergency? Do you know where all the exits are, in case your first choice is not accessible? Are you sure the doors will be unlocked and that the exit access will not be blocked during a fire, explosion or other crisis? Knowing the answers to these questions could keep you safe during an emergency.

EXITS

- An “exit route” is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety.
- Exit routes should discharge directly outside or to a street, walkway, refuge area, public way or open space with access to the outside.
- The line-of-sight to an exit sign must be clearly visible at all times.
- Exit route doors must be unlocked from the inside and unobstructed by materials, equipment, locked doors or dead-end corridors. They must be kept free of highly flammable furnishings and other decorations that could obscure the visibility of the exit route.



DISASTER PLAN

Your district has an established emergency action plan that describes the alarm system to alert building occupants. The plan includes procedures for reporting fires and other emergencies; procedures for emergency evacuation, including the type of evacuation and exit route assignments; procedures for employees to assist in the evacuation and to account for all employees and students; and procedures for employees performing rescue or first aid.

- In an emergency evacuation, every minute counts.
- Know the evacuation routes from your classroom.
- Keep the exits clear in your classroom and be aware of the procedures to be followed.
- Practice safety and size up your exit routes at all times – even when you’re not at work. So, whenever you enter your classroom, office or any building — office, store, shop, garage, theater or hotel — make a mental note of where the exits are so you can exit quickly and safely in an emergency.

