

# LESEDI MUNICIPALITY



## EVACUATION DRILL POLICY

## EVACUATION DRILL

### STANDARD EMERGENCY EVACUATION PLAN

#### **1. PURPOSE**

The purpose of this plan is to provide a fundamental procedure whereby all personnel and visitors, in municipal buildings can be accounted for and located in a safe area in the event of an emergency.

#### **2. SCOPE**

This evacuation plan is applicable to the Lesedi Municipality's premises and to any person/s, visitor/s, and contractors entering such premises.

#### **3. OBJECTIVES**

The objectives of the plan are:

- 3.1 To create a standard orderly procedure whereby evacuation can take place
- 3.2 To make sure that, all personnel, visitors and contractors are evacuated.
- 3.3 To ensure the safety of personnel, visitors and contractors.

#### **4. PROCEDURE**

- 4.1 The emergency coordinator or the senior person shall assume responsibility for evacuation point in his/her area.
- 4.2 Evacuation shall take place immediately once the alarm is sounded, or on instruction from either the emergency coordinator or senior person.
- 4.3 All employees must endeavor to remain calm.
- 4.4 Do not run under any circumstances.
- 4.5 Adhere to the instructions of the emergency coordinator or senior person in charge.
- 4.6 Lifts must not be used under any circumstances during an emergency

#### **5. RESPONSIBILITY**

- 5.1 To ensure that all personnel and visitors are evacuated from the affected area.
- 5.2 The emergency coordinator to inform seniors of successful evacuation or any problems experienced or encountered.
- 5.3 Report any missing employees immediately.
- 5.4 Ensure that, the evacuation instructions are clear.
- 5.5 To manage the evacuation points as well as any instructions given by the emergency coordinator

- 5.6 Do not ignore any alarm sound and respond to all.
- 5.7 Lock away all important records and cash.
- 5.8 Carry out all instructions.
- 5.9 Evacuate orderly and stay calm.
- 5.10 Proceed to your departmental assembly point if you evacuated to the wrong assembly point.

### **THE TELEPHONE CALL RECEIVER**

- 5.11 Any person receiving a telephonic bomb threat must obtain all relevant information in order to complete the bomb threat questionnaire.
- 5.12 Contact the following:
  - Security to sound the evacuation alarm.
  - Disaster Management Co-ordinator
  - Fire Brigade.
  - SA Police Services

### **DISASTER MANAGEMENT CO-ORDINATOR**

- 5.13 Take control in conjunction with the emergency services.

### **EVACUATION CO-ORDINATORS**

- 5.14 Ensure a safe and orderly evacuation.
- 5.15 Liaise with emergency teams.
- 5.16 Ensure no one is left behind.
- 5.17 Ensure that windows and doors are closed when evacuating for fire, whilst windows and doors should be open in case of a bomb threat.
- 5.18 Take roll calls at assembly points and liaise with one-another.
- 5.19 Arrange evacuation drills as often as possible.
- 5.20 Ensure that the bomb threat questionnaire is available at all telephones.

### **FIRST-AIDERS**

- 5.21 Ensure that first-aid boxes are available at assembly points.
- 5.22 Assist with first-aid treatment, when required.

### **EMERGENCY TEAMS**

- 5.23 Fire Brigade personnel will assist where required.
- 5.24 Clinic staff will assist with medical attention.
- 5.25 Traffic officials will assist with traffic control

## **6. EMPLOYEES Bomb Threat**

- 6.1 Remain calm, if receiving a telephonic bomb threat and ask the following question

- 6.1.1 The name of the person making the call
  - 6.1.2 What does the bomb look like
  - 6.1.3 Where about is the bomb located
  - 6.1.4 How long will it take for the bomb to explode
  - 6.1.5 What are the demands of the person making the call
- 6.2 To evacuate via the shortest and safest route, to the designated assembly point
  - 6.3 Superficially search the work area whilst evacuating
  - 6.4 Report any suspicious articles to the emergency coordinator
  - 6.5 Open all doors and windows if time allows
  - 6.6 Adhere to all instructions given by the emergency coordinator
  - 6.7 Remain at the evacuation point (assembly point) until informed otherwise
  - 6.8 Ensure that all visitors are accounted for and evacuated

### **Fire**

- 6.9 The alarm will be activated or will go off automatically
- 6.10 Attempt to extinguish the fire if you can
- 6.11 Close all doors and windows while evacuating (if time allows)
- 6.12 Evacuate to the assembly point
- 6.13 Ensure everyone is accounted for
- 6.14 If trapped inside a smoke filled room
  - Cover your mouth and nose with a moist handkerchief/ clothes
  - Keep low or crawl on ground along the wall
- 6.15 The Emergency Coordinator must meet the emergency services at the main entrance; give information about the fire, missing or trapped persons, important documents or any other relevant information.

### **UNREST/ RIOTS / CIVIL DISTURBANCE**

- 6.16 Lock all doors and close the windows if possible.
- 6.17 Contact the Fire Brigade Control Room.
- 6.18 Report to the Police if any person has been left behind or been taken hostage.
- 6.19 Do not evacuate.
- 6.20 Remain in-doors and take shelter.
- 6.21 Stay away from windows and doors.
- 6.22 Remain in a secure place, depending on the circumstances, until it is considered safe by the Police to leave.
- 6.23 In the event of an armed robbery:
  - Employees must stay calm.
  - Keep a low profile, avoid conflict and do as you are told.
  - Do not sound any warning alarm.

- Do not turn your back to the robbers and do not let them psychologically dominate you.
- When possible, phone the Police and Fire Brigade Control Room (Only if it is safe to do so)

## **NATURAL DISASTERS**

- 6.24 Close windows and doors.
- 6.25 In the event that the roof is blown off
  - Take shelter under or behind tables
- 6.26 Remain close to walls.
- 6.27 If persons are trapped, report to emergency services.
- 6.28 Report all dangers, which are a threat to persons.
- 6.29 First-Aider to provide first-aid treatment.
- 6.30 Under these circumstances, evacuation will take place on instruction.
- 6.31 The Evacuation Co-ordinator must perform roll call after evacuation.
- 6.32 Follow all instructions given by emergency services.

## **7. SECURITY**

- 7.1 To log all evacuation reports received
- 7.2 To compare these reports with the day's attendance report
- 7.3 To direct emergency personnel to areas where employees are reported missing or injured.
- 7.4 To liaise closely with the emergency coordinator
- 7.5 To maintain communication with the various evacuation points

## **8. EMERGENCY ASSEMBLY POINTS**

- 8.1 Emergency points have to be defined and demarcated as emergency assembly points and should be visible immediately from the exit point.

# EVACUATION OF PERSONS WITH DISABILITIES

## GENERAL EVACUATION PROCEDURES

In the event of an emergency, everyone including persons with disabilities should observe the following procedures for evacuation:

1. All able-bodied persons shall move towards the nearest marked exit corridor and or stairways. **MAKE USE OF THE STAIRWAYS. DO NOT USE ANY ELEVATOR OR LIFT.**
2. Persons with disabilities must seek refuge near the closest exit stairway and request assistance from others. ***Do not obstruct the stairway or door leading to the stairway.*** If the location becomes unsafe, move to different exit and call for help until rescued.
3. Able –bodied persons should assist in the evacuation of the disabled. The assistance may be in the form of the following:
  - 3.1 Familiarize yourself with the disabled persons who work and or routinely visit your working area.
  - 3.2 Ask persons with disabilities if they need help. Do not move the persons unless they have given you permission.
  - 3.3 Inform hearing impaired/ deaf persons that, they should evacuate.
  - 3.4 Assist visually impaired/ blind persons to an exit stairway.
  - 3.5 Assist persons in wheel chairs to a location close to an exit stairway.
  - 3.6 Inform security of disabled persons located inside the building that you are unable to evacuate safely.
  - 3.7 In the extreme case where you must physically evacuate a person with disabilities, ask the person how to safely carry/assist him/her or them.

If any employee receives disabled visitors, it is his/her responsibility to ensure that the person with disabilities is evacuated to a safe area in case of an emergency.

It is suggested that persons with disabilities prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker how to assist him/her in case of an emergency. Persons with disabilities who cannot speak loudly should carry a whistle or have other means for attracting attention of others.

All exit corridors and stairways are marked with exit signs. These are the safest areas during an emergency. Rescue personnel will first check all exit for trapped persons. Be aware of persons in your area who could assist you.

## **SPECIAL NEEDS**

### **VISUALLY IMPAIRED PERSONS**

In an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk tell the person where you are and advise of any obstacles. When you have reached safety, orientate the person to where/she is and ask if any further assistance is needed.

### **HEARING IMPAIRED PERSONS**

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Warning methods may include writing a note about the emergency and evacuation route or turning the lights switch on and off. Then indicate through gestures or writing what is happening and what to do.

### **PERSONS USING CRUTCHES, CANES OR WALKS**

Ask if the person needs assistance to evacuate. Offer to guide him/her to the emergency exit. If necessary, carrying options include using a two-person lock arm position or having the person sit in a sturdy chair, preferably one with arms and drag the chair out of the building.

### **PERSONS IN WHEEL CHAIRS**

Wheel chairs may have parts not intended for lifting. Batteries or life support equipment may be connected. Lifting the person could be harmful. Ask the person how you can help. Determine if the person wants to be carried down a flight of stairs, forward or backward. Ask what type of assistance he/she will need after evacuation.

**NB: It is suggested that, the wheelchair occupant or person with mobility impairment prepare for emergency situations ahead of time.**

**“DISASTERS DON'T JUST HAPPEN, THERE IS ALWAYS A CHAIN OF CRITICAL EVENTS”**

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The Lesedi Municipal Council adopted Skills Retention Policy in its meeting held on the ..... of \_\_\_\_\_ 2013.

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Mr. A Makhanya

Municipal Manager

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Date: