

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\25B\v02	Page 1 of 2
Section: Laboratory Safety Manual	Subject Title: Evacuation Plan	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

In the event of a fire, training schedule, or other internal disaster staff must be familiar with evacuation procedures and duties of designated personnel. Assistance for non-ambulatory personnel, patients and visitors are included.

Purpose:

The information of a properly prepared Evacuation Plan will help the occupants in utilizing life safety features in the building to ensure an orderly evacuation at the time of an emergency.

Key elements:

- Evacuation routes HORIZONTAL
- Evacuation routes VERTICAL
- Evacuation procedure VERTICAL
- NON-AMBULATORY Evacuation MSH
- NON-AMBULATORY Evacuation St Patrick Site

Related Documents:

MSH Emergency Procedure Manuals Home	Code Red
St Patrick Site TML Standard Operating Procedures	IV-20, IV-21

Procedure:

Evacuation routes HORIZONTAL	MSH A complete evacuation of all people in the Fire Area beyond designated Fire Doors to a previously designated safe area <u>on the same floor</u> CODE GREEN
Evacuation routes VERTICAL	All SITES Use stairs. Do not use elevators.
Evacuation procedure VERTICAL	Walk down stairs in single file on outside (beside wall) of stairwell 1. At MSH meet at Murray St. entrance CODE GREEN- STAT 2. At St Patrick site meet outside front entrance across street
NON-AMBULATORY Evacuation	MSH If non-ambulatory personnel, patients or visitors are in the area, evacuate them past two (2) sets of fire doors <u>on the same floor</u>

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NON-AMBULATORY Evacuation	<p>St Patrick Site</p> <p>Wait in the stairwell but do not block others leaving.</p> <p>The fire department will evacuate staff requiring assistance.</p> <p>Other Information</p> <p>Staff who require assistance need to register with the Michener nurse located in Room 442, or phone 596-3101 x 3320. She will leave staff member's names (with their permission) in a sealed envelope at reception.</p> <p>Staff should seek assistance if walking down the stairs is not possible or might exacerbate a health problem.</p> <p>Evacuation is under the control of the Institute Fire Official. Floor Wardens are appointed to ensure the safe evacuation of staff on each floor. The names are posted with the Site Plan in each elevator lobby.</p> <p>The receptionists and security staff open the sealed envelope if the need for evacuation arises. They inform the fire department and/or the Institute Fire Official about staff members requiring assistance.</p>
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