



Evacuation Reminders

Emergency Evacuation Reference Guide

Being prepared for an emergency evacuation before one happens saves lives. This guide outlines your responsibilities as an employee and as a leader during an evacuation, the locations of assembly points, and proper roll call procedures.

ASSEMBLY POINTS

POINT 1

Hourly Employee Parking Lot

Near the guard shack

POINT 2

Corporate Parking Lot

At the front of the building

Call Names

During roll call, call employee names. Do not count bodies. Missing persons must be reported immediately.

Never Re-Enter

Do not return to the building for any reason during an evacuation until cleared by the incident commander.

BEFORE AN EMERGENCY: DAILY PREPARATION

- Keep all work aisles, doorways, and emergency equipment clear of obstructions at all times.
- Know the nearest exit to your workstation before every shift begins.
- Ensure all employees in your area can be accounted for.
- Check that radios are operational at the start of every shift.
- Identify any employees in your area who may need assistance during an evacuation.

DURING EVACUATION: ALL EMPLOYEES

- Exit immediately via the nearest available exit when the alarm sounds.
- Do not use elevators during an evacuation.
- Proceed to your designated assembly point without delay.
- Do not re-enter the building or return to your department for any reason.
- Look for employees who may need assistance and escort them to the assembly point.
- Stay with your department at the assembly point.



DURING EVACUATION: LEADERS AND SUPERVISORS

- Sweep your area to ensure all employees have exited.
- Escort employees with disabilities or mobility challenges to the assembly point.
- Proceed to the assembly point and keep your department together.
- Call names for roll call. Do not count bodies. Report missing persons to the incident commander.
- Keep channel 5 clear. Communicate only hazards, needs for assistance, or missing person reports.
- Communicate facts to employees. Do not spread rumors or speculation.

AT THE ASSEMBLY POINT

- Stay with your department at all times.
- Listen carefully for your name during roll call.
- Stay alert and await further instructions from the incident commander.
- Refrain from loitering, smoking, or communicating with media including social media.
- Report any medical issues affecting employees to leadership immediately.

Know your exit and your assembly point before you need them.

EVACUATION READINESS CHECKLIST

Complete at the start of every shift.

- ☐ I know the nearest exit to my workstation today
- ☐ I know both assembly point locations
- ☐ My work aisle and doorway are clear of obstructions
- ☐ Emergency equipment in my area is accessible
- ☐ Radio operational and on the correct channel
- ☐ I know which employees in my area may need evacuation assistance
- ☐ I will call names, not count bodies, during roll call
- ☐ I will not re-enter the building during an evacuation for any reason

This document is part of the Meat Institute Worker Safety Series, supporting Reporting Metric A4: Supervisors lead safety huddles and toolbox chats regularly with hourly workers.

Staff contact: Megan McCullough | MMcCullough@meatinstitute.org | meatinstitute.org