



Cabinet Office



SCOHSG Conference

Break Out Session Exploring Emergency Evacuation Plans



This session aims to provide delegates with an opportunity to explore emergency evacuation plans and how they could integrate with incident management and incident response activities.







Illustration of an Integrated Response Structure



CMT Lead
Crisis
Response
to business
impact



Crisis Management Team/Plan

Disruption escalates to
Crisis
Process to invoke Crisis
Management Team

CMT Lead
Crisis
Response
to business
impact

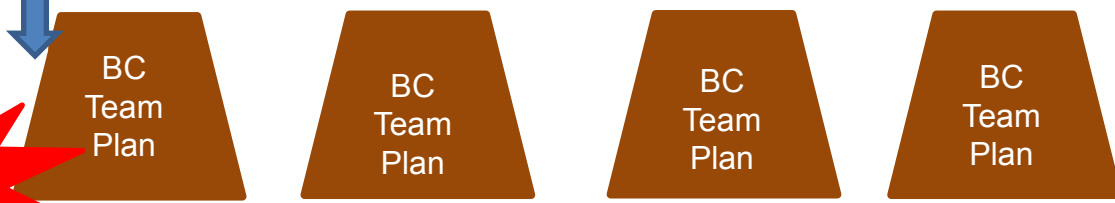
IMT Lead
Incident
Response
to business
impact



Incident Management Team/Plan

Disruption escalates to
incident
Process to invoke Incident
Management Team

IMT Lead
Incident
Response
to business
impact



BC
Team
Plan

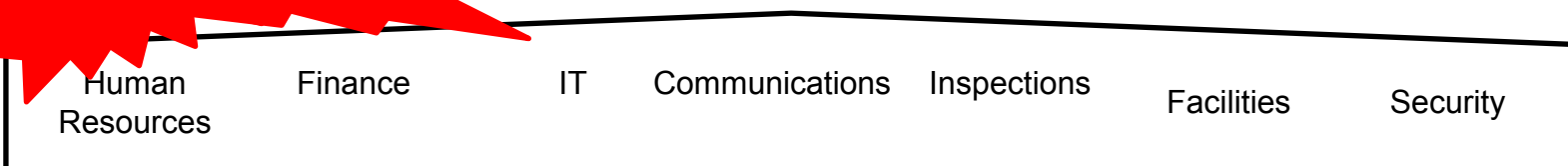
BC
Team
Plan

BC
Team
Plan

BC
Team
Plan

Immediate
response to
business
disruption

Impact



Human
Resources

Finance

IT

Communications

Inspections

Facilities

Security

Normal
Operations



Planning for evacuations must be integrated into the organisation's crisis and incident response



Integrated planning is a corner stone of organisational resilience



Activity:

Consider and list all the reasons why you may need to evacuate your premises.

Discuss and agree whether to change...

Fire Drill to Evacuation Drill

Fire Alarm to Evacuation Alarm

Fire Marshalls to Evacuation Marshalls



Consider opportunities and risks associated with implementing a change from the use of “fire” to “evacuation”



Activity:

Consider and identify how your evacuation plan could integrate seamlessly with the initiation of incident management and a business continuity response.

Discussion:

How could you incorporate

- Staff evacuating with grab bags and laptops so they can establish remote working quickly
- Identification of staff needing assistance to get home
- Activating and utilising a communication mechanism between the evacuation “controllers” and the Incident Management Team assisting impact analysis and decision implementation





Activity:

Consider how the Health and Safety Team adds value to the Incident Management Team and incident response

Discussion:

How to achieve a balance between ...

The need to be at the incident location whilst also providing timely advice and guidance to Incident Management Teams

Identify potential risks that will prevent the achievement of a balance and how those risks might be overcome





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ELPC
EMERGENCY PLANNING COLLEGE





Please consider a review of your current evacuation plans and how they might be developed in a way that not only protects life but also supports your organisation's incident response activities



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