

## Emergency Evacuation Muster Points

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### Evacuation

Conducting a risk assessment is a good first step!

1. Determine what types of emergencies may happen at your workplace that require evacuation.
2. Identify hazards that may be encountered during the process of evacuating all work areas to arrive at the muster point.
3. Evaluate the risk: is it acceptable or are further actions required?
4. Implement the steps needed to eliminate or reduce the risk of injury or illness.

### Muster Point Location

When determining muster point location, there are a few factors to consider:

#### *Accessibility & Size*

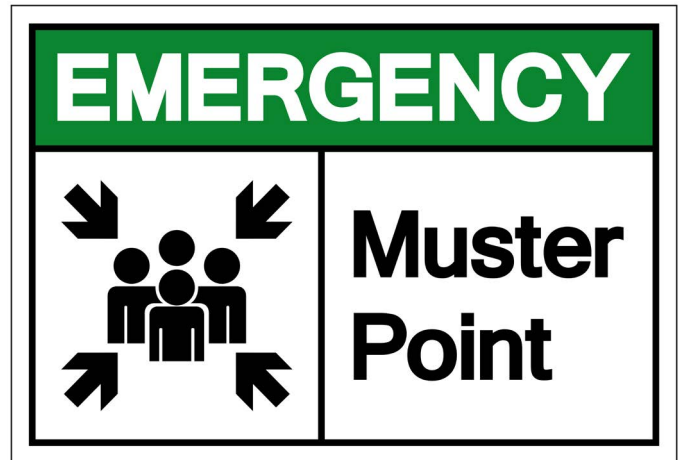
Start by evaluating areas near the emergency exits that are large enough to accommodate all the workers for your company including customers, visitors and contractors. You may require multiple muster points to achieve this.

#### *Hazards to Avoid*

- Traffic
- Overhead powerlines
- Fuel Tanks
- Dead Ends (do not trap yourself in the yard)
- Chemical hazards (consider wind direction with alternative muster point)
- Emergency Response Lanes/Areas (stay out of the way of emergency responders)
- Poor Communication (between multiple muster points and emergency responders)

### *Signage*

Once the muster point(s) have been determined, put up signage and update the evacuation floor maps. The muster point sign should be mounted high enough so it would not be hidden by pedestrians, or vehicle traffic, and large enough to be seen in poor lighting conditions.



### *Distance from Building*

The muster point should be a safe distance from any building. Best practice is to determine the height of the building then multiply by 1.5. Use this distance as the minimum distance guideline. During an emergency the muster point can be pushed back further as required.



**» RISK. PROFESSIONALLY MANAGED.**

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### Evacuation Drills

Muster points should be provided during orientation and on-going training. Everyone needs to be trained on what to do, and where to go in case of an emergency evacuation.

The best way to determine if the plan needs any modifications is to conduct an emergency evacuation drill. Notify the local fire department for the building where an evacuation or emergency drill is to take place at least 24 hours in advance of the date and time of the drill. When conducting a drill record the following information:

- Date and Time of Drill
- Length of time to evacuate building
- General Notes
  - » Hazards identified
  - » Attendance
  - » Communication between multiple muster points



### Looking for more information? RPM can help!

RPM offers a number of courses to help support your OHS plan. If this article was valuable to you or others at your organization, you may want to consider the following:

- [Workplace Inspection Training](#): This course will give people the opportunity to explain the requirements and the purpose(s) of a workplace inspection, know what you're looking for and how to identify a hazard, the process of what to do when there are inspection findings, and understand the process for implementing corrective actions and how to monitor and identify trends.
- [Hazard Identification and Risk Control](#): Recognizing what could injure workers on the job is the first step to ensuring that they stay safe. A proactive approach to the mitigation of workplace hazards greatly increases the chance of less severe and lower rates of injury. This course will provide students with the practical knowledge necessary to identify, assess and control the hazardous elements of their workplace so they can do their part in preventing dangerous incidents.
- [Incident Reporting and Investigations](#): A workplace must have a process to report workplace related injuries, illnesses and dangerous occurrences. Upon receipt of these reports, a process must also be in place to ensure investigations are completed to prevent re-occurrence.
- [Fleet Safety Managers](#): The Safety Manager role provides overall support and guidance to all areas of the organization. They coordinate with the leadership team in crafting short- and long-term strategies to build a culture of safety within the organization.

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### Legislation (Federal)

[Canada Occupational Health and Safety Regulations, PART XVII](#)  
[Safe Occupancy of the Work Place](#)

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Please note RPM courses are offered to RPM registered companies only. Your company must be registered with RPM and be in the process of working towards certification or must have achieved the SAFE Work Manitoba Trucking Certificate of Recognition. Not yet registered in the RPM program? Today is a great day to get started!

Please contact RPM by emailing [info@rpmsafety.ca](mailto:info@rpmsafety.ca) or calling 204-632-6600, or by visiting our website [www.rpmsafety.ca](http://www.rpmsafety.ca)