
Warehouse Emergency Evacuation Roll Call Protocol

1.0 Objective & Intent

The objective of this SOP is to establish a standardized, safe, and efficient roll call procedure following any emergency evacuation of the warehouse. This protocol ensures that all employees, contractors, and visitors are promptly accounted for, enabling a rapid response to missing persons and compliance with WorkSafeBC requirements for emergency preparedness and response (OHS Regulation Part 3.3). The specific risk mitigated is the failure to account for all personnel during an emergency, which can delay rescue efforts, lead to unnecessary searches, and increase the potential for injury or fatality.

2.0 Operational Scope

This procedure applies to all personnel within the warehouse facility, including full-time employees, part-time staff, temporary workers, contractors, and visitors. It covers all emergency evacuation scenarios, including but not limited to fire, chemical spill, earthquake, gas leak, or active threat. The protocol is to be executed by designated Safety Wardens and the Plant Safety Officer at the pre-determined external assembly point(s). This SOP does not cover the initial evacuation alarm or the fire suppression response.

3.0 Hazard Identification & Mandatory PPE

- Evacuation Hazards: Slips, trips, and falls on uneven or debris-littered surfaces; obscured visibility due to smoke or dust; crush hazards from falling objects or structural collapse; exposure to toxic fumes or chemical agents; panic-induced crowd crush or trampling.
- CSA-Approved Steel Toed Boots (mandatory for all warehouse personnel during evacuation)
- High-Visibility Safety Vest (mandatory for all personnel during evacuation to improve visibility in smoke or low light)
- Safety Glasses with side shields (mandatory to protect against debris and airborne particles)
- Hard Hat (mandatory for all personnel during evacuation to protect against falling objects)
- Nitrile Gloves (recommended for handling potentially contaminated surfaces or debris)

4.0 Required Safety Equipment & Tools

- Pre-printed or digital roll call roster (with names, departments, and emergency contact info)
- Clipboard with weatherproof paper and pen (or ruggedized tablet for digital roster)
- Two-way radio or communication device (with spare batteries) for coordination with incident command
- Whistle or air horn for emergency signaling if communication fails
- Flashlight with extra batteries (for low-visibility conditions)
- First aid kit (for treating minor injuries at assembly point)
- Reflective traffic cones or barrier tape to mark assembly point boundaries
- Portable weather shelter (e.g., pop-up tent) for prolonged evacuations

5.0 Step-by-Step Safety Procedure

1. Upon hearing the emergency alarm or receiving an evacuation order, immediately cease all work, secure any hazardous processes (e.g., shut down machinery, close chemical containers), and proceed calmly to the nearest designated exit. Do not use elevators.
2. Proceed directly to the assigned primary assembly point (e.g., the northeast corner of the parking lot). If the primary point is compromised, proceed to the secondary assembly point as indicated on the evacuation map. Stay on designated walkways and avoid shortcuts through active traffic or hazardous areas.
3. Upon arrival at the assembly point, Safety Wardens must immediately establish a perimeter using reflective cones or barrier tape to prevent personnel from wandering. Wardens should position themselves at the perimeter to control access and direct late arrivals.
4. The Plant Safety Officer or designated Roll Call Coordinator will retrieve the pre-printed or digital roll call roster and begin the headcount. The roster must be organized by department or work area to facilitate rapid verification.
5. Call out each name on the roster in a clear, loud voice. Each person must respond with their name and department. Mark each person as 'Present' on the roster. For visitors or contractors without a pre-printed name, ask them to identify themselves and add them to the roster manually.
6. After the initial roll call, identify any personnel marked as 'Missing' or 'Unaccounted For'. Immediately cross-reference with department supervisors or Safety Wardens to confirm if the person was on-site and if they may have been in a different area (e.g., on break, in a meeting).
7. If a person remains unaccounted for after cross-referencing, the Plant Safety Officer must immediately notify the incident commander (e.g., fire department, emergency response team) via two-way radio or phone. Provide the missing person's name, last known location, and any relevant details (e.g., mobility issues, medical conditions). Do not re-enter the building to search.
8. Maintain the assembly point perimeter and continue to monitor for late arrivals. Conduct a second roll call 5 minutes after the initial count to account for any personnel who may have exited from a different route or were delayed. Update the incident commander on any changes.
9. Remain at the assembly point until the 'All Clear' signal is given by the incident commander or Plant Safety Officer. Do not re-enter the building for any reason until authorized. If weather conditions are severe, deploy the portable shelter and ensure all personnel are accounted for and comfortable.
10. After the 'All Clear', the Plant Safety Officer must complete the Emergency Evacuation Report, documenting the time of evacuation, total headcount, any missing persons, injuries, and equipment issues. Submit the report to the Safety Manager and WorkSafeBC if required. Conduct a debrief with Safety Wardens to identify any procedural gaps.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.