

Accra Metropolitan Assembly

Emergency Exit Plan

Introduction:

The Emergency Exit Plan is designed to ensure the safe and efficient evacuation of all occupants in the Accra Metropolitan Assembly in the event of an emergency. The goal is to minimize risks, protect lives, and facilitate a coordinated response.

1. Emergency Exit Routes:

1.1 Primary Exit Routes:

- Clearly marked exit routes will be designated and maintained throughout the premises.
- Primary exit routes will lead directly to safe assembly points outside the building.

1.2 Secondary Exit Routes:

- Additional exit routes will be identified in case primary routes are obstructed.
- Employees will be familiarized with both primary and secondary exit routes.

2. Emergency Exit Procedures:

2.1 Emergency Alert System:

- An emergency alert system will be in place to notify occupants of the building in the event of an emergency.
- Alerts may include alarms, notifications, and instructions conveyed through various communication channels.

2.2 Evacuation Coordination:

- Designated personnel will assume roles to coordinate and direct evacuations.
- Floor wardens will be appointed to guide occupants to exit routes.

2.3 Evacuation Guidelines:

- Upon hearing the alarm or receiving an emergency alert, occupants must remain calm and proceed to the nearest exit.
- Avoid the use of elevators during evacuations.
- Assist individuals with disabilities or special needs.

2.4 Assembly Points:

- Safe assembly points will be established outside the building.(Forecourt of A.M.A.)
- Occupants will gather at designated assembly points for roll call and further instructions.

3. Emergency Equipment:

3.1 Emergency Lighting:

- Emergency lighting will be installed to ensure visibility in exit routes during power outages.
- Regular maintenance and testing of emergency lighting systems will be conducted.

3.2 Exit Signs:

- Well-lit and prominently displayed exit signs will guide occupants to evacuation routes.
- Exit signs will be inspected regularly to ensure visibility.

4. Emergency Training:

4.1 Evacuation Drills:

- Regular evacuation drills will be conducted to familiarize occupants with exit routes and procedures.
- Drills will simulate various emergency scenarios to enhance preparedness.

4.2 Training Sessions:

- Training sessions on emergency exit procedures will be provided to all occupants.
- Employees will receive guidance on response actions and the use of emergency equipment.

5. Communication:

5.1 Emergency Communication:

- Clear communication channels will be established for emergency notifications.
- Regular updates will be provided through designated communication platforms.

5.2 Emergency Contacts:

- Emergency contact information will be prominently displayed in key areas.
- Employees will be informed of emergency contact numbers for reporting incidents.

6. Review and Updates:

- The Emergency Exit Plan will be reviewed periodically to ensure relevance and effectiveness.
- Updates will be made based on feedback from drills, incidents, and changes in building layout.

Conclusion:

The Accra Metropolitan Assembly is committed to the safety and well-being of its occupants. This Emergency Exit Plan aims to establish a proactive and organized approach to emergency evacuations. All occupants are encouraged to familiarize themselves with the plan and actively participate in drills to enhance preparedness.