

## Evacuation Procedures

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### When Alarm Sounds

- Do not stop for valuables or to get a coat or to turn off lights.
- Do not stop to shut off your equipment.
- Close doors and windows.
- If you lock your door, take your keys with you.
- Alert others around you.
- Assist any people with special needs in evacuating.
- When evacuating *WALK*, never run, and keep to the right of the hallways.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building and proceed to the designated assembly location.
- Do not block firefighters or their equipment.
- In inclement weather go to the indoor designated assembly location.
- Look for those who work with you to insure everyone has evacuated.
- Give any information about the fire or persons who might still be in the building to your Fire Warden, the Fire Department, or Police.
- Do not re-enter the building for any reason until told to do so by the Incident Commander, or designee(s).

### Evacuation Routes

- Emergency evacuation escape route plans are posted in several locations throughout the facility and its offices.
- In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by the Incident Commander, or designee(s), all employees shall immediately exit the building(s) at the nearest exits, as shown in the escape route plans, and shall meet as soon as possible at the designated assembly area.
- Employees with offices shall close the doors (unlocked) as they exit the area.



### Accounting for Employees/Visitors after Evacuation

- Once an evacuation has occurred, the Incident Commander, or designee(s), shall account for each employee/visitor assigned to them at the designated assembly area.
- Each employee is responsible for reporting to the appropriate supervisor so that an accurate head count can be made.
- All employee counts shall then be reported to the Incident Commander as soon as possible.

### Emergency Contact Information

The Incident Commander, or designee(s), shall maintain a list of all employees' personal emergency contact information and shall keep the list to allow for easy access in the event of an emergency.

### Advanced Medical Care

- Under no circumstances shall an untrained employee provide advanced medical care and treatment.
- These situations shall be left to emergency services professionals, who have the necessary training, equipment, and experience.
- Untrained individuals may endanger themselves and/or those they are trying to assist.



## Sheltering in Place

In the event that the facility is threatened by severe weather or tornado warning, or that chemical or other hazardous contaminants are released in to the environment in such quantity and/or proximity to the facility, authorities and/or the Incident Commander, or designee(s), may determine that is safer to remain indoors rather than to evacuate employees.

- It may also be the determination that in case of any workplace violence it may be appropriate to shelter in place. The Incident Commander shall announce shelter in place status via the public address system.
- The Incident Commander, or designee(s), shall immediately close the business. If there are customers/clients or visitors in the building, they shall be advised to stay in the building for their safety.
- Unless there is an imminent threat, employees, customers/clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe. The Incident Commander, or designee(s), at the assembly point will remind those gathered of this required action.
- The Incident Commander, or designee(s), shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
- The Incident Commander, or designee(s), and designated assistants shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. The Incident Commander, or designee(s), familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air conditioning systems, especially those systems that automatically provide for exchange of inside air with outside air.
- The Incident Commander, or designee(s), shall gather essential disaster supplies (i.e., battery-powered radios, first aid supplies, flashlights, batteries) and bring them to the shelter-in-place location within the building. These items are stored the following location <insert location here>.
- All employees, customers/clients, and visitors shall move immediately to the shelter-in-place location(s) within the building. The Incident Commander, or designee(s), shall seal all windows, doors, and vents with plastic sheeting and duct tape.
- The Incident Commander, or designee(s), shall write down the names of everyone in the room, and call the designated emergency contact outside of the building to report who is in the room, and their affiliations with the organization (employee, visitor, and/or vendor).
- The Incident Commander, or designee(s), shall monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the building.



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**Re-entry or “All Clear” Signal**

- Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals).
- All employees shall remain at the designated assembly area until the fire department or other emergency response agency notifies the Incident Commander, or designee(s), that either:
  - The building is safe for re-entry, in which case personnel shall return to their workstations; or
  - The building/assembly area is not safe, in which case personnel shall be instructed by the Incident Commander, or designee(s), on how/when to vacate the premises.



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