

# EMERGENCY EVACUATION PLAN

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## [NAME OF COMPANY] EMERGENCY EVACUATION PLAN

### PURPOSE:

This plan establishes priorities and procedures for evacuation of [NAME OF COMPANY] facilities.

Facilities may be evacuated in the event of fire, bomb threat, natural disaster, or any condition that threatens personal safety.

### POLICY:

1. Personal safety is our primary concern. Unnecessary risks will not be taken. Life and limb will never be put in jeopardy for the sake of company or personal property.
2. Anyone who discovers a condition that threatens personal safety has a moral obligation to take appropriate action to reduce or eliminate that condition. In the event of any life threatening condition, the first person to discover it must sound the alarm. Anyone hearing a verbal or electronic alarm will pass on the alarm, insuring that everyone in the vicinity gets the warning.
3. Attempts to extinguish or control a fire with local extinguishers must be tempered by an assessment of the intensity and involvement of the fire, and by the likelihood of personal injury. Regardless of the size of the fire, the alarm must be sounded. Only the [NAME OF COMPANY] Fire Marshal has the authority to delay evacuation.

### RESPONSIBILITIES:

Fire Marshal - (Appointed by RVP [NAME OF COMPANY], normally the [NAME OF COMPANY] Facilities Director.) The [NAME OF COMPANY] Fire Marshal will:

1. Compose and implement Fire Safety Standards.
  - a. Assume on-scene command and control during local emergencies.
  - b. Assess nature and intensity of fire and provide assistance and information to responding fire fighters.
  - c. Provide liaison with civil officials and responding emergency units.
  - d. Determine if situation will prevent employees from returning to normal operations within a reasonable time and make recommendations to the RVP when conditions favor dismissing affected employees.

- e. Determine when emergency actions are no longer warranted, and declare the area safe for re-entry and resumption of normal activities.

2. Security Supervisor:

- i. Will notify appropriate agency for each verified incident. Note: As required per fire matrix or verbal alarm.
  - ii. Will coordinate security room operations during emergency incidents.
  - iii. Will provide a point of contact for assisting agency representatives, maintain a communication link with the incident operations, and maintain an incident log.
- b. On Scene:
- i. Will supervise operation.
  - ii. Will determine needs and request additional resources.
  - iii. Will report to Fire Marshal information about special activities, events and occurrences.

2. Fire Marshal Assistants:

- a. Will respond as assigned, either to evacuation point or incident zone and submit a situation and status report to emergency command staff.
- b. Will search for persons who have not evacuated, working in teams of two and maintaining visual contact with partner. If another Fire Marshal Assistant is not available, a capable partner will be assigned by area Fire Warden.
  - i. Search will include work areas, breakrooms, restrooms, maintenance areas, stairwells and ground floor elevators.
  - ii. When assigned area has been cleared, proceed to the Fire Marshal's location and await further instructions.
- c. If conditions deteriorate so that search cannot be safely completed, will evacuate the area and relay information of unsearched areas to Fire Marshal.
  - i. Will assume stations and duties as directed by the Fire Marshal.
- d. Will maintain radio contact with the Fire Marshal, relaying Fire Marshal's orders to the Fire Warden in your area of assignment.

3. Fire Wardens:

- a. Will insure that all persons in area of assigned responsibility evacuate in a quick but orderly manner to assigned assembly area.
  - b. When sure that there are no persons remaining to be evacuated in assigned area, or when conditions deteriorate to where search cannot safely continue, will evacuate to assigned assembly area.
  - c. Will report fire immediately to the Fire Marshal and if there are any unsearched areas.
  - d. Will contact supervisors for a head count and report any missing employees to the Fire Marshal.
  - e. Will supervise medical assistance within assigned assembly area as necessary.
  - f. Will stay with assigned assembly area group until the “all clear” is announced or employees are dismissed.
4. Other [NAME OF COMPANY] Managers/Supervisors:
- a. Will insure that all employees are properly informed in emergency procedures.
  - b. Will lead personnel in the evacuation.
    - i. Giving special attention to anyone who needs assistance due to disability or injury.
    - ii. Ensure personnel comply with instructions: eg. Evacuate, stay in the area, avoid elevators, etc.
  - c. Will notify [NAME OF COMPANY]SEC of name, location, and impairment of any employee in assigned area who may require assistance during evacuation.
    - i. Designate Buddy Care Teams to help evacuate any employee who may need assistance. Note: In this situation there are some options to evacuating to the assigned assembly area.
      - a. The elevator lobby areas with the fire doors closed.
      - b. A zone not included in the alarm.
  - d. Will account for all employees in assigned assembly area. Report any missing persons to Fire Warden.
  - e. Will maintain order during the emergency.
5. All [NAME OF COMPANY] employees will.
- a. Report familiarize themselves with locations of fire exits, extinguishers, and assembly areas.
  - b. Any apparent deficiency or hazard for immediate corrective action.

- c. Follow evacuation procedures immediately upon sounding of voice or automated fire evacuation alarm:
- Go to nearest fire exit and evacuate to assigned assembly area.
  - Do not try to use elevators. Note: During a fire alarm, all elevators will return to the ground (or nearest unaffected) level, and the doors will lock open for emergency team use.
  - Take keys and purses, but do not attempt to evacuate company equipment or records.
  - Assist anyone in area who requires help in using fire exits.
  - Once in assembly area, report to supervisor for a head-count and wait for further official instructions.

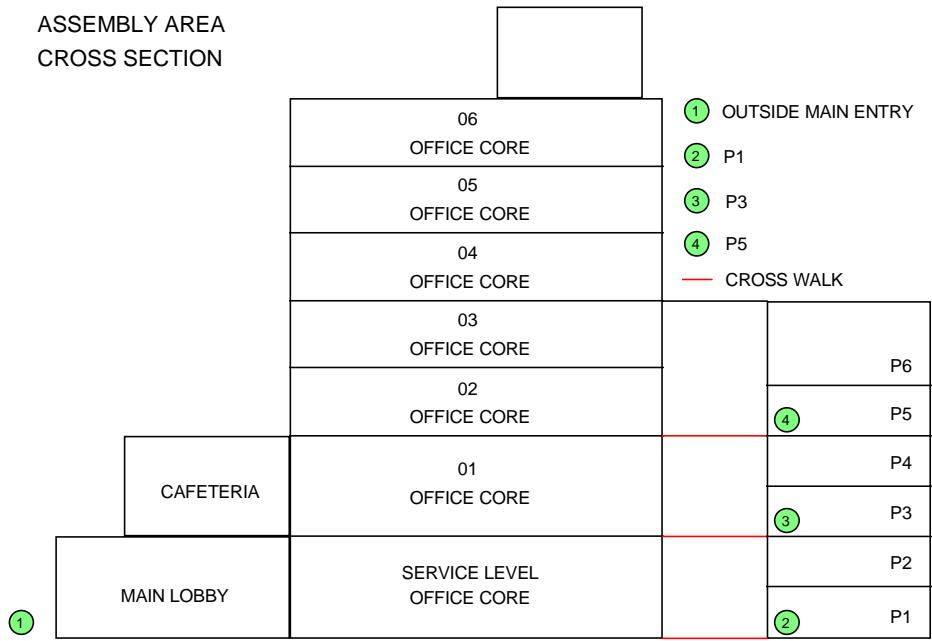
[NAME OF COMPANY] FIRE WARDENS

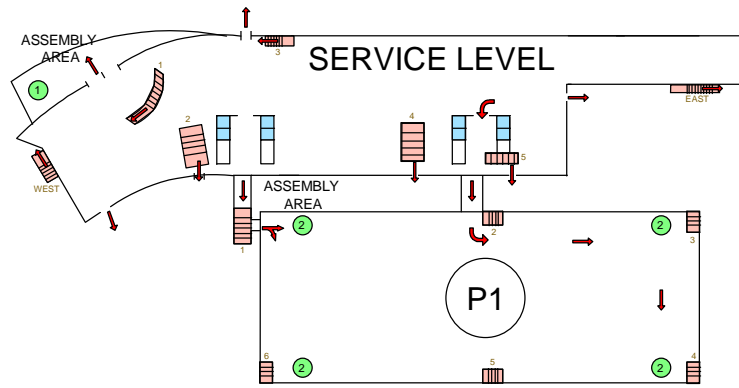
NAME:	FLOOR:	LOCATION:	O/A:
	SERVICE LEVEL		
TOM HOGAN	ASV	FIRE MARSHAL	HOGANTH
JIM STOKES	ASV	DEPUTY FIRE MARSHALL	STOKESJ
SECURITY	ASV		[NAME OF COMPANY]SEC
FACILITIES	ASV		[NAME OF COMPANY]FAC
PAT MURPHY	ASV	NO1-05	CARSONPA
SARA CURTIS	BSV	NO8-05	CURTISS
NITA DECAVITCH	BSV	NO9-04	DECAVITN
SUSAN CRITTENDEN	CSV	Credit Union	PAPER MAIL
MARCY QUEIPO	CSV	Personnel	QUEI POM
	1ST FLOOR		
GREG ATKINS	A01	Cafeteria	[NAME OF COMPANY]ARA
LAURIE SETLEY	B01	Fitness	[NAME OF COMPANY]FIT
MARION BROOKS	C01	Clinic	SECLINIC
DAVE CRITTENDEN	C01	N19-02	CRITTEND
	2ND FLOOR		
JANET WELLS	A02	NO2-14	WELLSJ
DELIA RIVERA	A02	NO2-09	RIVERAD
JULIE GARDEI	B02	N11-12	GARDEIJ
CELESTE MONDS	B02	N11-10	MONDSC
DON KELLEY	B02	N08-13	KELLEYDO
	3RD FLOOR		
MARY BAKAS	B03	N16-12	KOHLBECW
TODD BELANGER	B03	N14-10	KOHLBECW
JOE PRITCHARD	C03	N21-09	PRITCHAJ
DAVE HUFFMAN	C03	S28-10	HUFFMANDA
MARY LENTZ	C03	S24-3	LENTZM
	4TH FLOOR		
RICK O'SHAUGHNESSY	A04	NO3-05	STINEJ
MIKE CONNORS	B04	N15-5	ROOKML
BRIAN TAYLOR	C04	N25-1	AUSTS
	5TH FLOOR		
JOANNE AERTS	A05	NO4-11	[NAME OF COMPANY]CLR
MERRY KATES	B05	N09-14	KATESM
PAT PHILLIPS	C05	N21-13	PHILLIPP
YVONNE PAYDO	C05	N26-8	SALEMIF
	6TH FLOOR		
LIZ FOWLOW	A06	NO3-01	HALLK
KATHY HALL	A06	N02-14	HALLK
KEVIN STOREY	B05	S16-11	STOREYK
SHIRLEY GENBERG	C06	N26-13	GENBERGS
UPDATED FEB. 1, 1998	1-2-3 FIRE		

Bldg. Level	Assembly Area	Location
Service Level		
ASV	2	Parking level 1
BSV	2	Parking level 1
CSV	1	Covered area outside main entry
Level 01		
A01	1	Covered area outside main entry
B01	1	Covered area outside main entry
C01	1	Covered area outside main entry
Level 02		
A02	4	Cross over to parking level 5
B02	4	Cross over to parking level 5
C02	2	Parking level 1
Level 03		
A03	2	Parking level 1
B03	2	Cross over @ level 01 to P3
C03	2	Parking level 1
Level 04		
A04	2	Parking level 1
B04	2	Parking level 1
C04	2	Parking level 1
Level 05		
A05	3	Cross over @ level 01 to P3
B05	3	Cross over @ level 01 to P3

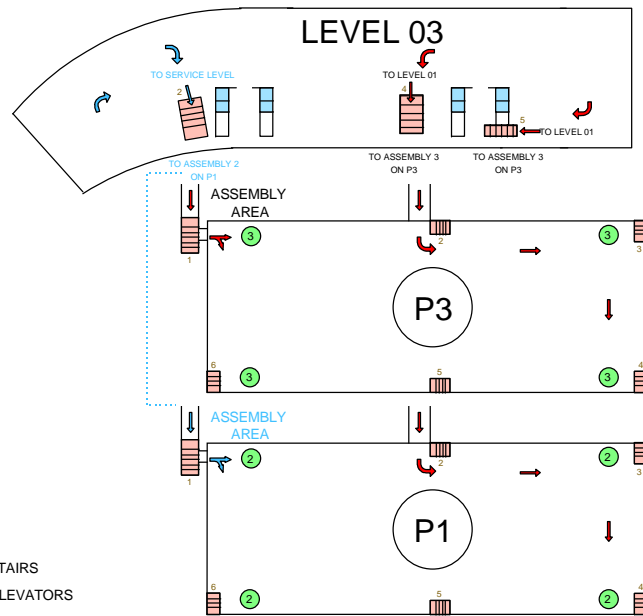
C05	3	Cross over @ level 01 to P3
Level 06		
A06	4	Cross over @ level 02 to P5
B06	4	Cross over @ level 02 to P5
C06	4	Cross over @ level 02 to P5

ASSEMBLY AREA  
CROSS SECTION

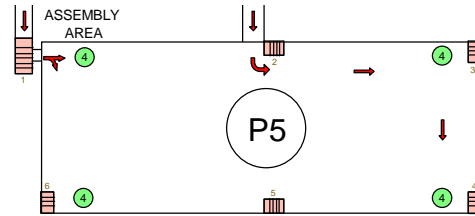
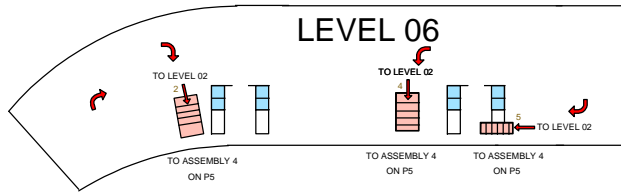




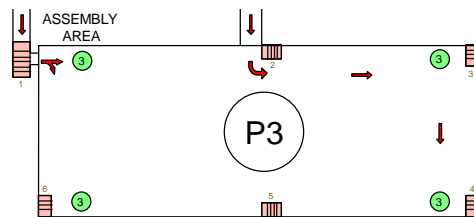
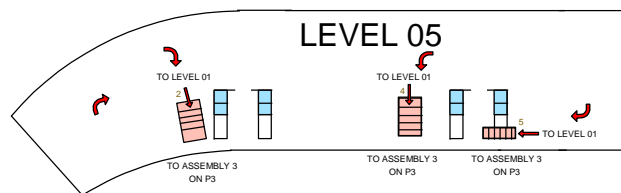
- STAIRS
- ELEVATORS



- STAIRS
- ELEVATORS



- STAIRS
- ELEVATORS



- STAIRS
- ELEVATORS



## EMERGENCY EVACUATION IN THE EVENT OF A FIRE

In case of fire, leadership will receive one of its most severe tests, in as much as supervisors and Fire Wardens will be looked to for direction and be expected to set an example for Calmness and Orderliness in the evacuation of personnel.

In the event of an alarm in the main building, all Facility personnel will be assigned areas of responsibility - e.g. won door locations, stairs to cross over bridge traffic, incident investigation.

In case of fire in a specific zone/floor, the floor involved, the floor above and the floor below would be evacuated. In the unlikely event of a large fire a general alarm would evacuate the building completely.

In the event of an alarm in any area other than the main building - e.g. Drive-In Claims, parking garage, central plant - the main building will not be evacuated.

A fire in the wooded area or picnic area would require quick evacuation of all personnel and vehicles located in these outlying areas to assembly area 2 P-1 or exit property, if not scheduled to return to work. The single access road must be clear to allow fire department personnel and vehicles full or unobstructed access to the involved area (s).

PRE-EVACUATION MEASURES  
TO BE TAKEN BY FIRE WARDENS

Each Fire Warden should periodically review the following points and report shortcomings to the Facilities Office.

1. Be familiar with Evacuation Plan as it applies to assigned floor/area and have evacuation plan and diagram posted.
2. Make periodic checks to prevent accumulation of combustible materials on assigned floor/area.  
Facilities personnel will also check buildings to avoid or eliminate unfavorable conditions.
3. Prevent accumulation of items in stairwells which could impair evacuation and make periodic checks to insure that stairwell doors are never blocked.
4. Eliminate tripping hazards (extension cords, loose carpeting, etc.)

Keep the Facilities Office informed of physically handicapped person (s) assigned to floor/area, and if assistance will be needed in case of emergency.

## PROCEDURES FOR TRAFFIC IN STAIRWELLS

In event your personnel must be evacuated from the zone/floor level, proceed as follows:

1. Group leaders should lead people down assigned stairwell single file in an orderly manner, staying close to outside of stairwell.
2. As personnel approach next landing they should prepare to move to center (toward the inside) of stairwell, if necessary, to allow any evacuees from that level to move out into the outside of stairwell.
3. The Fire Warden should be the last person to leave assigned zone/floor, making certain that all personnel have been evacuated.
4. During the course of inspection, the Fire Warden should make sure that all office doors are closed.
5. Female employees wearing high heeled shoes should remove them to walk downstairs.

All areas of assigned zone/floor should be checked, including restrooms, utility closets, etc.

## REASONS FOR EVACUATION OF BUILDING

At some future date, it may become necessary to evacuate all or some personnel to maintain their personal safety. Some of the reasons for such evacuation include:

1. Fire
2. Bomb Threat
3. Civil Defense

In order to effectively evacuate specific floors or the entire building, each zone/floor shall have a Fire Warden.

Bomb threats, regardless of the source, will be reported directly to Security for proper evaluation and appropriate action.

1. Threats of any nature will be recorded in detail and reported to the local law enforcement agency.
2. Bomb threat assembly area is the pavilion/recreation area. The evacuation for a bomb threat will be announced by runners on each floor involved. The use of electronic alarms have been known to trigger bombs, and garages are a primary location of bombs. Therefore, the safest place to assemble during a threat of a bomb blast is a greater distance from the building and the garage.

## EVACUATION PROCEDURES FOR CIVIL DEFENSE ALERT

In case of Civil Defense alert it is imperative that all personnel be evacuated to assigned assembly areas. Procedures to evacuate and assemble will be the same as fire alarm.

