

CHAPTER 5
EVACUATION
TABLE OF CONTENTS

<u>BUILDING EVACUATION</u>	5-3
Policy	5-3
Evacuation Alarm	5-3
General Procedures	5-3
Evacuation Responsibilities – Managers/Supervisors	5-4
Evacuation Responsibilities – All Employees	5-5
Assembly Areas	5-5
Evacuation Procedures/Drills	5-6
<u>ANNEX</u>	
<u>A</u> – EVACUATION ROUTE	5-7

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CHAPTER 5

EVACUATION

1. BUILDING EVACUATION.

a. Policy.

(1) During normal business hours, the *(insert your Division/Department/Agency)* facility will be evacuated upon the order of the manager/supervisor, designated alternate, or the next highest ranking member available.

(2) After normal business hours, *(insert name and title of designated contact person[s] in your Division/Department/Agency)*, may order the evacuation.

b. Evacuation Alarm *(If applicable).*

(1) An evacuation alarm system has been installed in your *(Division/Department/Agency)*. Activation switches have been installed *(insert location of activation switches)*.

(2) The alarm will be the signal for all personnel to evacuate to their assigned evacuation areas. Therefore, activation of the alarm shall be made only at the direction of a person authorized to order an evacuation.

EXCEPTION: In the event of a major fire, or other emergency, when the need for immediate evacuation of the building is obvious, the evacuation alarm may be activated by **any** *(insert your Division/Department/Agency)* employee having access to it.

(3) *(Provide instructions for turning off the alarm system.)*

c. General Procedures.

(1) During normal office hours, a person authorized to order an evacuation shall be advised of any situation which might require such action. Notification shall be by the most expeditious means. Incidents which may necessitate an evacuation include, but are not limited to, the following:

- (a) Fire.
- (b) Bomb Threat.
- (c) Flooding.

(d) Earthquake.

(2) After normal business hours, the person ordering an evacuation is to notify *(insert name or title of person to be notified in your Division/Department/Agency)*, who will in turn expeditiously notify the next level of command.

(3) Evacuation is to be made by the nearest **stairway** *(if applicable)*, and exit, as designated. Evacuation route signs shall be strategically placed in all facilities *(indicate the location of evacuation signs)*. The signs designate the route and exit to be used by the room occupants. Additional signs are placed at key locations to direct personnel along the proper evacuation routes.

(4) Special instructions may be given by those coordinating an evacuation if the exit routes must be changed.

(5) Special instructions must be readily available for the evacuation of persons with disabilities.

d. Evacuation Responsibilities – Managers/Supervisors.

(1) Managers/supervisors are required to ensure that their employees are aware of established evacuation procedures and routes.

(2) Upon notification of an evacuation:

(a) The *(Division/Department/Agency)* manager/supervisor, or the designated alternate, will ensure that all work areas are completely evacuated.

(b) All managers/supervisors will monitor and coordinate the movement of personnel to assure the safe, orderly, and prompt evacuation of the building.

(3) *(If applicable)* Elevators are not to be used for evacuations.

(4) Managers/supervisors are responsible for assigning able-bodied employees to assist or carry out persons with disabilities and/or visitors.

(5) Managers/supervisors shall determine whether all assigned employees have been accounted for and provide an employee status report to the IC.

e. Evacuation Responsibilities - All Employees.

- (1) All employees shall be aware of established evacuation procedures and routes.
- (2) When notified to evacuate, employees are to terminate telephone conversations and leave work papers on their desks.
- (3) Employees are to make a visual check of objects in their respective office areas. If foreign or suspicious items are observed, immediately report them to the manager/supervisor. Also report foreign or suspicious objects observed in hallways or in other general-use areas. Do not move or touch suspicious objects.
- (4) Appliances and office equipment should be turned off before evacuating the office.
- (5) Employees should take personal belongings with them as they exit the building.
- (6) Office doors should be left open during bomb evacuations.
- (7) Employees should provide assistance to visitors to ensure that they exit the building via the designated routes.

f. Assembly Areas.

- (1) Personnel should use the nearest accessible exit. Emergency route signs have been posted in each office to assist employees in the event of an evacuation (refer to Chapter 5, Annex A, for office-specific routes, exits, and assembly areas). *(Insert designated assembly areas.)*
- (2) *(Insert any additional necessary details.)*
- (3) All specially trained teams will meet at the CP after their managers/supervisors have accounted for them at their designated assembly area.
- (4) Evacuated personnel should remain at least 300 feet from buildings.
- (5) Streets are to be kept clear for emergency equipment.
- (6) Employees are to remain in their designated evacuation areas until they are accounted for and further instructions are given.

(7) The manager/supervisor, the designated alternate, or the next highest-ranking member available, shall issue instructions to re-enter the building. Employees will re-enter through the main entrance unless otherwise instructed.

g. Evacuation Procedures/Drills.

(1) Evacuation drills will be periodically conducted by *(insert name and title of responsible person[s] in your Division/Department/Agency)*. Advance notice of each drill will be provided by *(insert appropriate notification, e.g., memorandum, electronic mail, posted notification)*. Therefore, any activation of the evacuation alarm without any prior notice should be treated as a bona fide emergency and an evacuation shall be initiated.

(2) Upon receiving announcement of a scheduled drill, managers/supervisors will advise their personnel of the forthcoming exercise. Additionally, procedures should be established to:

(a) Assign one person to remain in the office during the drill to answer telephones.

(b) Assure that employees evacuate the building in an orderly manner, and with appropriate caution.

(c) Ensure a complete evacuation of all work areas, including provisions for the escort of visitors and persons with disabilities.

(3) *(If applicable)* Personnel working in Communication Centers will not be required to leave the building during evacuation drills.

(4) *(Insert the name and title of responsible person[s] in your Division/Department/Agency)* will assign personnel to each building exit to monitor the exercise and provide directions. The assigned monitors will also inform personnel when it is permissible for employees to return to the building. Employees are then to return directly to their work areas.

(5) Following completion of the drill, the managers/supervisors are encouraged to critique the drill and provide any suggestions or recommendations for improvement to *(insert the name and title of person[s] responsible for conducting the drill in your Division/Department/Agency)*.

ANNEX A

EVACUATION ROUTE

(Insert a copy of a map indicating the evacuation route for your facility.)

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