



Evacuation Coordination Participant Guide

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Midwest Consortium for Hazardous Waste Worker Training

Acknowledgments

The Midwest Consortium developed this course under cooperative agreement number U45 ES 06184 from the National Institute of Environmental Health Sciences (NIEHS).

We encourage you to comment on these materials. Please give your suggestions to those leading the program in which you are now enrolled.

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Disclaimer

The Occupational Safety and Health Administration (OSHA) rules to help assure worker health and safety during emergency response activities require specific training for those who plan and coordinate evacuation activities as a part of an emergency response. For further information about the training requirements for emergency response personnel, consult the training instructor and/or your company emergency response plan, emergency action plan or your health and safety representative.

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Introduction

A company can choose to train employees to respond to an emergency situation, or the decision can be to evacuate employees and have outside responders come to the plant to contain a spill, suppress a fire, or deal with other damage.

This course is designed for employees who are not members of emergency response teams or fire brigades, but who are responsible for directing and assisting employees in the event of an evacuation. Evacuation coordination may include the Incident Commanders, Building Captains, and employees who will assist in evacuating others.

Management at your plant has decided to evacuate in the event of an emergency resulting from a spill or fire. Any plans to protect employee safety during other types of emergencies, such as those caused by extreme weather, can be covered by this training program for evacuation.

At sites where evacuation will be the response in the event of an emergency, an Emergency Action Plan is required. This requirement is described in 29 CFR 1910.38. An alarm system to alert employees is also required, as described in 29 CFR 1960.165.

Other training may also be required, depending upon your job duties. For example, if you use a fire extinguisher, you must receive training not covered by this evacuation program. If you have questions about the duties you or co-workers are to perform and the required training, please ask your instructor and the labor or management health and safety representatives at your facility.

Your role in an evacuation is extremely important. For this reason, please ask questions about any information that is not clear.

In this course, the following topics will be covered:

- Roles and Responsibilities
- Evacuation Drills

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Roles and Responsibilities

A chemical spill, fire, or other emergency can be terrifying and confusing. As Evacuation Coordinators, you are part of a system designed to prevent injuries or death that may be caused if evacuation is not done in an orderly fashion. You are part of what is called an Incident Management System or chain-of-command. You are responsible for the safe evacuation of employees from the area and for directing emergency response personnel to the emergency. In this module, you will learn about the roles and responsibilities of Evacuation Coordinators. At your plant, the person who coordinates the evacuation may be called the Evacuation Coordinator, or may have another title, such as Building Captain or Commander. Regardless of title, he or she has overall responsibility for the evacuation. Others may serve the role of Floor Captain, Department Coordinator or Support functions. The roles and responsibilities of each of these positions will be described later in this module.

Given a simulated emergency, you will demonstrate a role in an emergency evacuation exercise, using the procedures outlined in the Emergency Action Plan.

Chapter Objectives

When you have completed this chapter, you will be better able to:

- Identify sections of the Emergency Action Plan
- Identify the roles of the Evacuation Team members during evacuation procedures
- Describe your function within the Emergency Action Plan
- List procedures for directing and assisting personnel during an emergency evacuation

Emergency Action Plan

At your facility, employees will evacuate in the event of an emergency. An Emergency Action Plan (EAP) is developed in advance to describe the response activities.

The following must be in the EAP:

- Emergency escape procedures and emergency route assignments
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after the emergency evacuation has been completed
- Rescue and medical duties for those employees who are to perform them
- Preferred means of reporting fires or other emergencies
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

This list is shown in 29 CFR 1910.38 (a) (2). The EAP must be in writing if the employer has 11 or more employees at the worksite. The written plan must be at the workplace and available for employee review.

Before implementing an EAP, the employer must designate and train a sufficient number of persons to assist in the orderly evacuation of all affected employees.

The EAP must be reviewed with each employee covered when:

- The plan is put into effect
- An employee's responsibilities or designated actions in the plan change
- The plan is changed
- An employee is assigned to the work area covered by the EAP

Pre-planning is needed in order to develop the EAP. The following must be determined:

- What are the hazards?
- What is an emergency?
- Safe routes of evacuation.
- Will anyone remain to operate equipment and/or rescue injured employees?

For specific hazards, the definitions of “emergency,” “routes of exit” and “plans for full or partial evacuation” may differ.

An EAP may be part of a larger Emergency Response Plan (ERP) that describes actions to alleviate an emergency in other areas of the facility. If your plant has both an EAP and an ERP, you may want to review both, to assure consistency.

Activity 1a: What to do in an Emergency?

A loud siren has just been activated, and it is deafening, even over the noise from your band saw. List the actions you would take, and the information you would need. Where would you find the information?

	Action	Information	Source
1			
2			
3			
4			
5			
6			

Activity 1b: What is an Emergency Action Plan?

Use the EAP for your facility (or mock EAP in Appendix B) for this exercise.

1. Identify each of the required parts required by 29 CFR 1910.38(a)(2).

- Escape procedures/routes
- Employees who remain
- Accounting for all
- Rescue/medical
- Reporting
- Names/job titles

If any section is inadequate, describe what must be added.

2. When is each employee to be trained in the evacuation procedures?

Evacuation Team

Facilities generally use a team approach to deal with emergencies. Employees on these teams are assigned duties according to the Emergency Action Plan. At large facilities, a complete Emergency Response Plan may have been developed for the entire plant, with evacuation confined to a few specified buildings or processes. When the EAP is part of an Emergency Response Plan, coordination in training is critical.

The hazardous nature of these emergencies may cause a building or facility to be evacuated either partially (floor or area) or fully (entire building or facility). The evacuation may be horizontal or vertical. The emergency may also require employees to take shelter inside the building. The facility manager or his/her designated representative maintains overall responsibility for the EAP.

One person must be in charge of the overall management of the team in order to prevent confusion and to ensure the safety of responders. For emergency evacuations, the following roles may be assigned: Incident Commander, Building Captain(s), Floor Captains, and support personnel such as Exit Guards, Stairwell Monitors, and Evacuation Sweepers. All team members function within an incident management system.

Incident Management System

The Incident Management System (IMS) is used for managing all types of emergencies. It can be used at large as well as small incidents. In an Incident Management System, one person is always in charge. That person is called the Incident Commander.

The Incident Management System is not specifically required by the Occupational Safety and Health Administration for an evacuation; however, OSHA does require that roles be established and training provided. This is the core idea of IMS, so we will use that system. Using an IMS is critical because it ensures that response to the emergency will be managed effectively. The National Fire Protection Association (Standard 1561) recommends the use of an IMS at all emergencies, and some state laws require it too.

The Incident Management System will also be used by municipal emergency responders. By using the same system, facilities and outside agencies can work together to prevent injury and property loss. During serious emergencies, agencies such as the fire department may actually take full control of the situation. Even in these cases, municipal responders will be looking for assistance from the facility's evacuation team members.

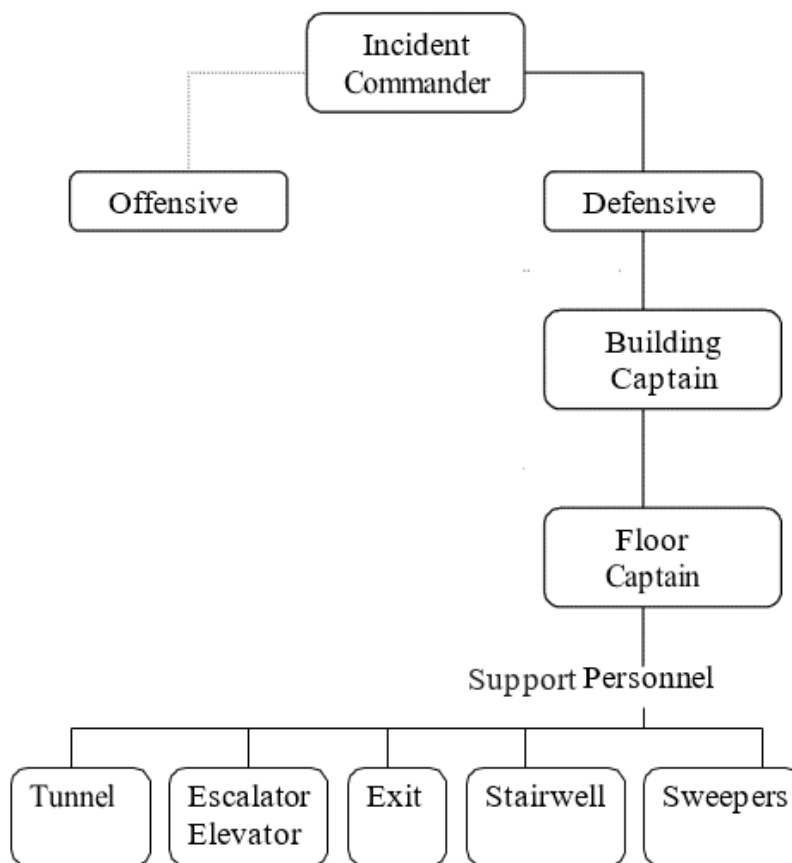
The Incident Management System is based on the following:

- **Common Terminology** – Using the same phrase to describe the same thing.
- **Modular Organization** – Managing units of work from the top down.
- **Integrated Communications** – Allowing response personnel to talk to each other.
- **Unified Command Structure** – Having one person in charge.
- **Emergency Action Plan** – Having a plan that describes what you are going to do.
- **Span of Control** – Being in charge of no more than five people at a time.
- **Resource Management** – Making sure you have everything you need to deal with the emergency in place before the event.
- **Designated Facility** – Having the Incident Commander manage the emergency from a visible location, known as the Command Post.

In the EAP most personnel will be engaged in the defensive action of evacuation. Any personnel who remain at workstations to operate critical equipment may need training in offensive actions (e.g., fire suppression, personal protective equipment).

Typical roles are shown below:

Incident Management System



Note: There may be several Building Captains, Floor Captains, and Support Personnel, depending on the size and layout of the facility.

Activity 2: Incident Management System

Purpose: To familiarize the class with the roles and responsibilities during Evacuation Coordination and the problems that may occur.

Directions: Your instructor will assign each group one of the evacuation positions listed below. Your group will have five minutes to come up with solutions for the specific problem that is described.

Incident Commander—

Role: The Incident Commander is responsible for determining the need for evacuation in all emergencies.

Problem: When should the Incident Commander call for a partial evacuation, and when would a complete evacuation be necessary?

Building Captain—

Role: The Building Captain is responsible for identifying any disabled personnel who will require assistance during an evacuation.

Problem: What steps should be taken to make sure that disabled personnel will be evacuated safely?

Floor Captain—

Role: The Floor Captain must perform an evacuation head count for the designated floor or area.

Problem: How can you make sure that the Floor Captain is accounted for?

Support Personnel—

Role: Evacuation Sweepers make sure that all personnel have been evacuated.

Problem: How can you be sure that all contractors, vendors, and visitors have been evacuated?

Directing and Assisting

Evacuation Coordinators are responsible for directing employees away from an emergency. In the case of a fire or hazardous materials emergency, the employees must report to a designated assembly area outside the facility. In the event of a weather alert, employees must be directed to a shelter area inside the building.

Each area where evacuation may occur must have route assignments that must be used by the designated person (Coordinator, Floor Captain) to direct and assist employees. This is often accomplished with a map. Information on the map includes the following:

- Column Numbers or Office Numbers
- Exit Routes
- Fire Alarm Pull Boxes
- Evacuation Assembly Areas
- Tornado Shelter Areas

All evacuation team members should be familiar with the maps for their assigned area. Each employee must be familiar with his or her route for evacuation. These maps can also be used to direct emergency response personnel into the building and towards the emergency. Often these maps are posted near workstations.

The alarm signals that will be used to alert employees that an emergency is occurring must also be known to all. Emergency employee alarm systems must provide warning that is specific to the emergency as described in the EAP. They must be audible above the noise or light levels in the work area. Special tactile alarms may be used for employees who could not recognize audible or visual alarms. Each employee must be trained in how to report emergencies, such as pull box alarms, public address systems, radios, or telephones.

The employer will establish the procedure for sounding the alarm. (Direct voice communication is allowed only in workplaces with ten or fewer employees.) Installation, maintenance, and provision for a back-up system are the responsibility of the employer. See 29 CFR 1910.165, Employee Alarm Systems, for the complete text of the standard.

The following alarms are examples:

Condition	Alarm Signal	Action to be Taken
Building Evacuation	Slow Whoop – 10 Seconds	Leave the building by the nearest exit. Assemble outside at designated areas.
Weather Alert	Beep – 10 Seconds	Remain inside the building. Move to the interior core or shelter area away from exterior windows. Await further instructions.
All Clear	Continuous Tone	The emergency has been cleared. Occupants may re-enter the building and resume normal activities.

You must know the specific alarms for your facility.

In general, evacuation procedures would occur using the following steps:

- Emergency is recognized
- Evacuation alarm is sounded
- Personnel are led to designated assembly areas
- A sweep of the area is conducted to ensure that all personnel have been evacuated
- Floor Captains conduct accountability check and report to the Building Captain
- Building Captains report to the Incident Commander
- Personnel remain on stand-by, awaiting further instruction
- The all-clear signal is given and employees return to work

Before conducting an evacuation drill, the employees should be informed about information contained on the facility map. This information includes alarm signals, exit routes, and designated assembly areas. In addition, employees should be familiar with the behaviors that will be expected during an actual evacuation. Before any drill occurs, make sure the employees in your area are familiar with the following safe behaviors.

- Leave personal valuables, unless directed otherwise
- Walk; don't run. No pushing or shoving
- Do not block exits if you are driving a vehicle
- Do not use elevators

- Do not smoke
- Do not enter areas of obvious danger
- Close doors if no one is behind you
- Do not congregate near exits
- Do not stand in roadways or block emergency response vehicles
- Do not return to work unless authorized to do so

By making sure employees know what is expected of them, you can help protect their safety during an emergency.

Activity 3: Directing and Assisting

Purpose: To become familiar with using the facility or building map to direct and assist personnel.

Directions: Look at the facility map. Identify the exits, primary route of egress, and the assembly area for an emergency occurring at the location(s) designated by the instructor.

	Situation	Exit Number	Primary Route	Assembly Area
1				
2				
3				
4				
5				
6				

Summary - Roles and Responsibilities

Evacuation coordination is a very important role in an emergency in the workplace. The team members must become familiar with the facility/building Emergency Action Plan and the tasks that are assigned. Assisting in the safe evacuation of the employees and accounting for them are the most important tasks. Directing the emergency response personnel to the emergency area is important as long as it does not put you in an unsafe position. Remember to use the Incident Management System by reporting directly up the chain of command.

In this chapter, you learned about the following:

- Emergency Action Plan
- Incident Management System
- Evacuation Team
- Directing and Assisting

Evacuation Drills

The Occupational Safety and Health Administration requires the employer to provide training to employees on evacuation procedures.

Evacuation drills provide an important means for protecting employee safety and health. By preparing employees to evacuate safely before an emergency occurs, you can increase emergency awareness and ensure that employees will be safely out of the danger zone as quickly as possible. Conducting a drill will also help to identify problem areas in your evacuation plan.

In this chapter you will learn how to conduct an evacuation drill in your facility.

Chapter Objectives

When complete, you will better be able to:

- Identify gaps in implementing the Emergency Action Plan
- Discuss steps for designing a proposal for conducting an evacuation drill
- Discuss steps for organizing an evacuation drill
- Discuss the steps required for implementing and critiquing an evacuation drill

Planning a Drill - Getting Started

Before you conduct an evacuation drill, you must first review the site Emergency Action Plan. In Activity 1, you reviewed the elements of an Emergency Action Plan. In order to plan and conduct an evacuation drill, you must fill in any gaps identified in the six required elements. In addition, the plan should be reviewed to assure that it is properly implemented.

The following checklist can be used to see where gaps exist in implementing your Emergency Action Plan.

Assessing an Emergency Action Plan	Yes	No: provide remediation suggestions
Essential Elements		
1. Does your Emergency Action Plan outline evacuation routes and procedures?		
2. Does your Emergency Action Plan outline procedures for employees who may have to stay behind to operate critical systems?		
3. Does your Emergency Action Plan include procedures for conducting a head count after an evacuation.?		
4. Does your Emergency Action Plan provide procedures for reporting fires and other emergencies?		
5. Does your Emergency Action Plan describe the rescue and medical duties of employees during an emergency?		
6. Does your Emergency Action Plan list the names and positions of employees responsible for the plan?		
Implementation		
1. Does your facility have emergency alarm signals that are easily recognized by all employees?		
2. Is your Emergency Action Plan written and available to all employees?		
3. Did you review the Emergency Action Plan with each new employee before they started work in the area?		
4. Did you review and update all employees regarding any changes in the Emergency Action Plan?		

Designing a Proposal

Once you have identified and remediated the gaps in your Emergency Action Plan and implementation procedures, the next step involves developing a proposal. The proposal will tell you what steps have to be taken before an evacuation drill can occur.

The proposal should be drawn up by a committee of employees who are responsible for evacuation at your facility. This may include the entire team: Incident Commander, Building Captains, Floor Captains, and Support Personnel. By having a broad cross-section of evacuation team members, you can ensure that they will support your efforts to pull off the drill successfully. You may also want to invite someone who represents the local fire department.

The committee should have a minimum of five members and a maximum of seven. A committee that is too small will not provide enough input, and a committee that is too large may not be able to agree on anything and may be hard to manage.

The proposal should cover the following goals:

- Who will be evacuated?
- What type of evacuation? (Type of threat: fire, bomb, weather; full or partial)
- Where will the evacuation occur? (One department or the entire facility)
- When will the evacuation drill take place, and how long should it take? (Just before lunch or just before the shift ends)
- How do we make sure that everyone follows the Emergency Action Plan?

Organizing

Once the committee has developed the proposal, you are ready to begin organizing the drill. The first step will be to get approval for the drill from the appropriate company official. Remember to emphasize the importance of conducting the drill to protect employee safety.

Once you have received approval, you need to begin making contacts with the personnel who will be affected. These personnel may include your evacuation team members (Building Captains, Floor Captains, Support Personnel) and any management officials who will be impacted by the drill. Because evacuation drills may interrupt production if not scheduled properly, contacting the right personnel is critical. Drills may be scheduled right before lunch or before the shift ends in order to reduce the effect on work schedules. It may be easier to conduct one or more partial evacuations rather than one drill in which the entire facility is evacuated.

Although team members (Incident Commanders, Building Captains, and Floor Captains) and other employees may have received initial training, you may need to provide refresher training regarding evacuation routes, procedures, and alarm signals.

Finally, make sure to advertise the evacuation drill so all affected personnel will be prepared. Once you have conducted several drills and employees know the procedure, you may decide to conduct a surprise drill to test the system.

Activity 4: Organizing a Drill

Purpose: To make students familiar with steps that will be necessary in organizing an evacuation drill.

Directions: Each small group should answer the following questions and be prepared to report back to the entire group.

1. Who will you contact to get approval for the drill?

2. Who will you need to contact once the drill has been approved?

3. How will you train employees before the drill occurs?

4. How could you advertise the evacuation drill?

Implementing

When you conduct the evacuation drill, you want to make sure that employees are following the procedures and behaviors included in the Emergency Action Plan. These points should have been covered in employee training.

During the drill, you will need to post personnel at key locations. They will be responsible for observing the drill and completing a checklist that tells you if employees conducted the drill using proper procedures and behaviors. (See page 38 for a sample checklist.)

Once the observers are in place, the Incident Commander should announce the beginning of the drill and then set off a simulated alarm. If this will be a partial evacuation, you may decide to simulate the sounding of the alarm to avoid disrupting activities in other parts of the facility.

Once you have set off the alarm, employees from evacuated areas should report to designated assembly areas. Evacuation Sweepers should report to the Floor Captains, who will then conduct a head count or accountability check. Floor Captains will report to the Building Captains, who report to the Incident Commander. When all people have been evacuated, you can give the all-clear signal, and employees may report back to work. Employees must remain at the evacuation assembly areas until the all-clear signal is given.

Evaluating

As soon as the all-clear signal is given, the Floor Captain should conduct a quick survey of his or her employees to identify any problems that may have prevented a successful evacuation.

A meeting should be scheduled as soon as possible after the drill. At this time, all evacuation coordinators and those who evaluated the drill can discuss problems and solutions. Once you have identified the problems and solutions, you can conduct a critique of the drill with all personnel who were involved. This critique could be done in safety meetings with small groups of employees. Your goal is to provide information and accept suggestions from employees to ensure improvements in the next drill.

With all the information you collect, you can now begin the process of revision. You may need to make changes in the Emergency Action Plan, other employees may need training, or evacuation routes may need to be updated.

You should carefully document all aspects of the evacuation drills, such as whether a drill took place, who participated, problems that were identified, and corrective action that was taken. (See Appendix A for sample documentation form.)

Documenting Competency

You will participate in an evacuation drill in your facility. By participating in a drill, you will demonstrate the competency required to coordinate an evacuation.

Before a drill occurs, you will have to make sure the Emergency Action Plan is complete. You will also have to follow the other steps that are outlined in this module.

On the following pages you will find information that will assist you in conducting the evacuation drill. The Key Action Checklist beginning on the next page provides you with the steps that must be completed. You may wish to add more items, based on the EAP. Next to each Key Action, indicate who will complete the task, when the person will begin, and when the task will be completed.

Appendix A are examples of a drill checklist and drill report. Use these as minimum guides and expand as necessary.

Key Action Checklist

Step	Key Action	Assigned	Start	Complete
1.	Assessing Emergency Action Plan - Content and Implementation.			
A.	Obtain copy of Emergency Action Plan.			
B.	Use checklist to evaluate.			
C.	Make corrections in Emergency Action Plan.			
D.	Get approval of revised Emergency Action Plan from appropriate official.			
2.	Designing a Proposal			
A.	Select committee to write proposal.			
B.	Invite local fire department to participate.			
C.	Decide on: Who will be evacuated? What type evacuation? Where? When? How to make sure employees follow evacuation plan?			
3.	Organizing the Drill			
A.	Get approval for drill from appropriate official.			
B.	Contact personnel who will be affected			
C.	Provide training to employees who will participate in drill.			
D.	Advertise the drill.			

Key Action Checklist (Cont.)

Step	Key Action	Assigned	Start	Complete
4.	Implementing the Drill			
A.	Post personnel who will evaluate.			
B.	Announce start of drill by setting off simulated alarm.			
C.	Evacuate each area, having employees report to designated assembly areas.			
D.	Conduct sweep of area.			
E.	Floor Captains perform accountability check and report to Building Captains.			
F.	Building Captains report to Incident Commander.			
G.	Give all-clear signal.			
5.	Evaluating the Drill			
A.	Floor Captains conduct survey of employees.			
B.	Meeting of all Evacuation Team members.			
C.	Critique of drill with small groups of employees.			
D.	Make necessary changes in Emergency Action Plan.			
E.	Document all aspects of drill.			
F.	Train all employees in changes as needed.			

Summary - Evacuation Drills

Participating in an annual evacuation drill will help to ensure that employees know what to do in the event of a fire or other emergency. This knowledge will help save lives. The steps for conducting an evacuation drill include assessing the Emergency Action Plan and procedures, developing a proposal for conducting the drill, organizing what you will need for the drill, implementing the drill, and doing an evaluation so that problems can be identified. Once you have completed the evacuation drill, retraining of employees may be needed if changes are made in the EAP.

Appendix A

Annual Evacuation Drill - Evacuation Checklist

Example

Purpose: To ensure that employees follow procedures and behavior for evacuation as provided in the Emergency Action Plan (EAP).

Directions: As you observe the evacuation drill, check “Yes” or “No” for each of the items listed below. An item checked “No” suggests that problems occurred. These problems should be addressed during the debriefing following the drill.

Evacuation Procedures and Behaviors	Yes	No
1. Was a simulated or actual evacuation alarm sounded?		
2. Did personnel evacuate the area(s) in a timely and orderly fashion?		
3. Did anyone try to use an elevator?		
4. Was a sweep of the area(s) conducted?		
5. Did all personnel evacuate using the appropriate exits?		
6. Did all personnel move away from the exits after leaving the work area?		
7. Did all personnel assemble in their designated area?		
8. Did all personnel stay away from roadways and entrances used by emergency vehicles? (if evacuation to outside)		
9. Did Floor Captains determine if any personnel were missing?		
10. Did all personnel remain at the evacuation assembly area until the all clear signal was given?		
11. Was anyone observed smoking in the assembly area?		
12. Did all Support Personnel (monitors, guards) perform their duties?		
13. Was an Incident Management System used?		
14. Did the Incident Commander conduct a critique of the drill?		
15. Did handicapped or disabled persons receive help?		

Your Name: _____ Date: _____

Location: _____ Division: _____

Time Alarm Sounded: _____

Time Head Count Completed: _____

Sample Evacuation Drill Report

Purpose: To document that an evacuation drill took place and that corrective action, if needed, occurred.

Directions: At the conclusion of the drill, the individual responsible for conducting the drill should complete this form and keep it on file.

Location: _____ Division: _____

Date of Drill: _____ # Employees Participating: _____

Type of Simulated Emergency: _____

Area(s) Evacuated: _____

Incident Commander: _____

Building Captains: _____

Floor Captains: _____

Support Personnel: _____

Problems Identified: _____

Corrective Action Taken: _____

If needed, were employees retrained? ____ Yes ____ No

Signature: _____
(Incident Commander or designated official)

Date: _____

Appendix B

Mock Emergency Action Plan - Evacuation

Policy Statement:

In order to evacuate employees in the event of an emergency, each member of the Evacuation Team will be assigned specific roles and responsibilities. All employees, contractors, vendors, and visitors will be required to leave a facility when the evacuation alarm is activated.

An emergency is a situation resulting in an immediate threat to life or health or damage to property or the environment. These situations can result from a variety of accidental or intentional causes including: environmental discharge, natural disaster, fire/explosion, or civil emergencies.

Any employee who discovers an emergency condition is expected to pull the alarm to contact Security. When an evacuation alarm has been sounded, all affected employees must follow established evacuation procedures.

This plan is required by OSHA. All questions regarding this plan should be directed to the Production Manager.

ROLES AND RESPONSIBILITIES

A. INCIDENT COMMANDER

Policy:

In order to evacuate employees in the event of an emergency, the Production Manager will serve as Evacuation Incident Commander (IC). In the absence or until the arrival of the IC, the on-duty Security Supervisor will assume this responsibility.

Role:

The role of the Evacuation IC is to direct the evacuation and determine when the building is clear.

Responsibilities:

- a. Emergency Action
 - 1. Determine location of Command Post, if not predetermined.
 - 2. Direct the overall emergency evacuation.

3. Determine the need for evacuation in all emergencies (full or partial).
4. Direct activation of alarms.
5. Direct all announcements over the emergency broadcast system.
6. Determine alternate means of evacuation, if necessary.
7. Request outside assistance, if necessary.
8. Determine when to sound the all clear tone.

b. Administrative

1. Determine with Building Captain that Evacuation Team is completely staffed for each floor and area and that training and equipment have been provided.
2. Determine and conduct yearly evacuation drills.
3. Conduct critique with Emergency Response Team members concerning the yearly drill and initiate appropriate corrective action.
4. Inform Building Captains of any changes in the alarm system, evacuation plan or any policies concerning the Emergency Action Plan.
5. Conduct review of security incident reports of any building evacuation and contact the Building Captain for follow-up action, if required.
6. Assure that all paperwork is completed following an evaluation.

B. BUILDING CAPTAIN

Policy:

In order to evacuate employees in the event of an emergency, Building Captains will be assigned to each building within a facility.

Role:

The Building Captain coordinates the Emergency Action Plan for an individual building and operates within the Incident Management System under the direction of the Evacuation IC.

Responsibilities:

a. Emergency Action

1. Upon recognizing the evacuation alarm, call Security and notify them of the evacuation.
2. Report to the Incident Command post to receive reports from the Floor Captains as they exit the building. Remain at the Command Post during the evacuation to meet with responding emergency personnel (security, fire, medical, etc.).

b. Administrative

1. Distribute a copy of the Emergency Evacuation Plan and evacuation alarm signals to all personnel located in the facility.
2. Schedule meetings of Emergency Response Team (ERT) members and the Evacuation IC.
3. Provide proper identification to all members of the ERT with prior approval of the Evacuation IC.
4. Provide a list of all members of the ERT to the Evacuation IC.
5. Issue communications concerning any aspect of the Emergency Action Plan.
6. Contact the Evacuation IC to resolve any questions or problems.
7. Identify any disabled personnel who will require assistance during the evacuation. Make arrangements to provide such assistance.
8. Conduct a critique with his/her personnel after the all clear signal and after all personnel have returned to the building. Record the results of the critique and review with the Evacuation IC.

C. FLOOR CAPTAIN**Policy:**

In order to evacuate employees in the event of an emergency, Floor Captains will be designated for each floor, section, zone, or other area within a building.

Role:

The Floor Captain will operate within the Incident Management System under the direction of the Building Captain.

Responsibilities:

a. Emergency Action

1. Detecting and recognizing the presence of an emergency.
2. Notifying Security with the specifics of the emergency, including any emergency conditions which may affect the safe evacuation of personnel.
3. Ensuring the evacuation of a floor or major definable area of a facility in the event of an emergency.
4. Performing an evacuation head count for the designated floor or area.
5. Reporting the status of the floor/area evacuation to the Building Captain.
6. Directing the evacuation according to the primary exit plan, unless advised by the Evacuation IC via the Emergency Broadcast System.
7. Ensuring that disabled personnel in their area receive assistance.
8. Reporting any problems and notifying Security of any injured personnel.
9. Directing Evacuation Team members to search their assigned area after the building or floor has been cleared.
10. Activating any fixed fire suppression equipment and using portable fire extinguishers.
11. Exiting the building after all personnel have evacuated the Floor Captain's assigned area and reporting to the Incident Command Post.

b. Administrative

1. Ensuring the inspection of fixed fire suppression equipment.

2. Making sure all aisles are free of obstructions that could hinder a safe evacuation or make it difficult to access the fire area.
3. Implementing fire prevention activities.

D. SUPPORT PERSONNEL

Policy:

In order to evacuate employees in the event of an emergency, support personnel will be assigned by the Building Captain.

Roles:

Support personnel will operate within the Incident Management System under the direction of the Floor Captains. Upon recognizing the evacuation alarm, support personnel will proceed to their assigned area.

Responsibilities:

- a. Elevators Monitors
 1. Bring the elevator to the ground floor and secure against use.
 2. If personnel are disabled or injured during the evacuation, contact your Floor Captain to obtain necessary assistance.
 3. Evacuate the building through the nearest exit to your assigned assembly area when informed to do so by your Floor Captain.
 4. When the all-clear signal sounds, return the elevator to normal operation before personnel have returned from their assembly areas.
- b. Escalator Monitors
 1. Stop all personnel from entering the assigned escalator. When the escalator is clear of personnel, shut the power off so the escalator can be used to walk down.
 2. If the escalator is impassable, advise the Floor Captain. Do not allow personnel to enter or leave the escalator unless apparent

condition requires such action or unless directed by the Floor Captain or Evacuation IC.

3. If personnel are disabled or injured during the evacuation, contact your Floor Captain to obtain necessary assistance.
4. Be alert for instructions over the Emergency Broadcast System.
5. When the all-clear signal sounds, return your escalator to normal operations before personnel have returned from their assembly areas.

c. Evacuation Sweepers

1. Upon being notified by your Floor Captain, search your assigned area to assure that all personnel have been evacuated.
2. Check all conference rooms, core areas, rest rooms, closets, and other areas where personnel may be present, and direct them towards the proper exits.
3. After everyone has left, exit the building and report to your designated assembly area.

d. Exit Guards

1. Remove any obstructions to the exit door. If the exit door is impassable, advise your Floor Captain and call Security to advise the Evacuation IC.
2. Direct personnel out of the building. They should not congregate at exit doors but continue away to designated assembly areas.
3. Remain at your assigned door, and do not allow personnel to return to the building until the all clear signal is given.
4. Admit only emergency forces such as security, fire, medical, and police.

e. Stairwell Monitors

1. Open stairwell door and check for any hazardous conditions. If

impassable, advise your Floor Captain and do not allow personnel to enter the stairwell. Direct personnel to an alternate exit.

2. If the stairwell is hazard-free and designated as a primary exit route, hold the door open and direct personnel to enter where they will merge with other personnel descending from upper floors.
3. If the stairwell is not designated as a primary exit route, keep the door closed and direct personnel not to enter or leave the stairwell unless directed by the Evacuation IC or Floor Captain.
4. If personnel are disabled or injured during the evacuation, contact your Floor Captain to obtain necessary assistance.
5. Be alert for instructions over the Emergency Broadcast System.

f. Tunnel Monitors

1. Prohibit building entry through the tunnel entrance to your facility.
2. Post signs at the tunnel entrance indicating that an evacuation is in progress and that no one is to enter the building.
3. If personnel are disabled or injured during the evacuation, contact your Floor Captain to obtain necessary assistance.
4. When the all-clear signal sounds, return to your tunnel entrance and remove the signs you post.

EVACUATION PROCEDURES

A. GENERAL EVACUATION PROCEDURES

1. Evacuation alarm is sounded.
2. Personnel evacuate areas.
3. Personnel assemble in designated areas.
4. Area search is conducted to determine if all personnel have evacuated.
5. Floor Captains conduct head count and report to Building Captain, who reports to Evacuation IC.
6. Personnel remain on standby, awaiting further instructions from Building Captain.
7. All-clear signal is given.

8. Debriefing and follow up (as needed).

B. KNOWLEDGE OF EVACUATION ROUTES

All personnel are trained to know the evacuation route from their usual work area. Personnel should also become familiar with evacuation of other areas if an evacuation alarm sounds when they are not at their working locations. Evacuation routes are posted at the entrance to all lunch/break areas, on the bulletin board, and by each exit door/stairwell.

C. ALTERNATE EVACUATION ROUTES

If one or more means of egress are blocked, alternate plans will be implemented by the Floor Captain or by instructions given over the Emergency Broadcast System. Personnel are asked to listen for an announcement and obey all instructions of Emergency Response Team personnel.

D. PARTIAL EVACUATIONS

In some cases, only those employees in the immediate area of the emergency may need to evacuate. This could occur in areas where fire suppression systems, such as carbon dioxide, have been activated and an alarm for that specific area has been sounded.

E. ASSEMBLY AREAS

These are predetermined areas where personnel from the facility will gather away from the emergency area. Each designated assembly area is written at the bottom of the posted Evacuation Route map. Personnel will be trained to know their designated assembly area and shall remain at their assigned assembly areas until the all-clear signal is sounded.

Assembly areas should be marked with a red sign with white lettering to assist personnel in locating them.

F. CIVIL DEFENSE ALERT / WEATHER EMERGENCY

In the event of a Civil Defense Alert or Weather Emergency, building personnel should remain inside the facility and move to the interior core or shelter area away from the exterior windows. After proceeding to shelter, await instructions given over the Emergency Broadcast System or from Evacuation Team members.

G. ANNUAL DRILL

A simulated emergency will be created at least annually and the evacuation procedures / conduct evaluated.

H. EMERGENCY EVACUATION ALARM SIGNALS

Presently, the following evacuation alarms are utilized to notify building personnel of the following conditions: Evacuation, Weather Alert, Civil Defense, and All-Clear Tone.

Condition	Alarm Signal	Action to be Taken
Building Evacuation	Slow Whoop - 10 seconds. Attention, attention. An emergency has been reported. You are to leave the building by the nearest exit or exit stairway. Walk to the nearest stairway. <u>DO NOT USE ELEVATORS.</u>	All building occupants must leave the building by the nearest exit. Assemble outside at designated areas. Remain at a safe distance. <u>DO NOT RE-ENTER THE BUILDING UNTIL THE ALL-CLEAR SIGNAL IS GIVEN.</u>
Weather Alert	Beep - 10 seconds. Attention, attention. A severe weather storm has been reported. <u>WALK TO THE DESIGNATED SHELTER AREA IMMEDIATELY.</u>	All building occupants remain inside the building. Move to the interior core or shelter area away from exterior windows. Await further instructions.
Civil Defense Alert	Government Services Administrative Tone.	All building occupants remain inside building. Move to areas away from exterior windows. Await further instructions.
All-Clear Tone	Continuous Horn.	The emergency has been cleared. All building occupants may re-enter the building and resume normal activities.

Alarms are tested and maintained in accordance with OSHA requirements.

G. EMERGENCY EVACUATION

SAFETY RULES Safety Precautions:

1. Stop work.
2. Shut off power tools.
3. Stop smoking.
4. Shut off gas and other flammables.
5. Put chairs, stools, and other obstructions under benches to clear passageways.
6. Leave in double lines, using exit aisles.
7. Follow instructions of supervisors.
8. Walk in rapid but orderly manner from building.
9. Proceed out exit doors, following evacuation routes posted in work areas. Floor Captains may direct to different exits depending on the location of the emergency.
10. Assemble at designated evacuation areas outside building.
11. Floor Captains will conduct a head count and report to Building Captain.

Behaviors:

1. Do not collect personal valuables unless directed to do so.
2. Walk; don't run.
3. Do not push or shove.
4. Keep to the right in the halls and stairs.
5. Keep conversation to a minimum.
6. DO NOT USE ELEVATORS.
7. Do not smoke.
8. DO NOT ENTER AREAS OF OBVIOUS DANGER.
9. Place palm of hand on doors to check for heat before opening.
10. Close doors if no one is behind you.
11. Stay low near the floor in a smoke-filled room to facilitate breathing.
12. Do not congregate near exits.
13. Do not stand in roadways or block emergency response vehicles.
14. Do not return to work until authorized to do so.

I. BASEMENTS

Personnel should use the nearest door or stairwell to exit the building. Once outside, they should report to their assigned assembly area.

J. BUILDING MAINTENANCE AREAS

Because of various exits available and the complex working locations (boiler rooms, fan rooms, sub-stations), personnel in these areas should use their judgment in selecting the nearest exit and proceed to their assigned assembly area.

K. CONFIDENTIAL MATERIAL

If time permits, all personnel having confidential or secret papers or valuable items should store them in a secure place.

L. ELEVATORS

Elevators are not to be used during an evacuation. All elevators should be called down to the first or ground floor and held in that position until further notice.

Personnel waiting for the elevator at the time an evacuation alarm sounds will evacuate with personnel on that floor. Anyone using the elevator, upon hearing the evacuation alarm when the doors open, will exit the elevator at the floor and evacuate from that floor.

M. DISABLED PERSONNEL

The Building Captain must be notified of any employee, contractor, or vendor assigned to your facility who has a disability which may prevent his or her safe evacuation from the building. The Building Captain is responsible for making provisions for the safe evacuation of all personnel.

N. INCIDENT COMMAND CENTERS

A primary Incident Command Center, along with an auxiliary center must be established by the Building Captain with the approval of the Evacuation IC.

The Building Captain will be positioned at this location; as the Floor Captains evacuate, they will report to the Building Captain regarding the status of the evacuation. Afterward, they will report to their assigned assembly area.

O. INJURED PERSONNEL

If a person becomes injured during an evacuation, do not attempt to remove that person unless conditions require it. Call Security for assistance.

P. SHIPPING DOCK

Employees working in the shipping dock area are to exit the building via the shipping dock. They should not attempt to move any vehicles that are parked at the dock.

Q. CRITICAL PLANT OPERATIONS

Anyone who has been designated to remain in the plant to conduct critical operations during the evacuation will have written instructions at the workstation listing the sequence of activities to be performed. Upon completion of the tasks, the employee will immediately evacuate and go to the designated assembly area. If life is threatened, the plant operations must be aborted and evacuation commenced.

R. All personnel required for medical treatment will be requested by the Evacuation Incident Commander by calling the Valley Emergency Medical Technicians at 777-7777.

S. TRAINING

To comply with federal regulations, all employees must be trained in the Emergency Action Plan upon initial assignment to a facility; whenever this plan is updated; or when changes are made to the facility, the employee's duties, or work location. The Evacuation IC will be available to conduct annual training.

Evacuation drills must be conducted on an annual basis. After completing the evacuation drill, the Evacuation IC will conduct a critique with Building Captains and Floor Captains, and necessary changes will be made to this plan.

T. PLAN AVAILABLE FOR REVIEW

The Emergency Action Plan is included in Tab B of each MSDS notebook on the plant floor.

Evacuation Checklist

Directions: As you observe the evacuation, check “Yes” or “No” for each of the items listed below. An item checked “No” suggests that problems occurred. These problems must be addressed during the debriefing.

Evacuation Procedures and Behaviors	Yes	No
1. Was a simulated or actual evacuation alarm sounded?		
2. Did personnel evacuate the area(s) in a timely and orderly fashion?		
3. Did anyone try to use an elevator?		
4. Was a sweep of the area(s) conducted?		
5. Did all personnel evacuate using the appropriate exits?		
6. Did all personnel move away from the exits after leaving the work area?		
7. Did all personnel assemble in their designated area?		
8. Did all personnel stay away from roadways and entrances used by emergency vehicles? (if evacuation to outside)		
9. Did Floor Captains determine if any personnel were missing?		
10. Did all personnel remain at the evacuation assembly area until the all clear signal was given?		
11. Was anyone observed smoking in the assembly area?		
12. Did all Support Personnel (monitors, guards) perform their duties?		
13. Was an Incident Management System used?		
14. Did the Incident Commander conduct a critique of the drill?		
15. Did handicapped or disabled persons receive help?		

Your Name: _____ Date: _____

Location: _____ Division: _____

Time Alarm Sounded: _____

Time Head Count Completed: _____

Evacuation Report

Directions: At the conclusion of the evacuation, the individual responsible will complete this form and keep it on file in the Building Captain's office.

Location: _____ Division: _____

Date of Drill: _____ # Employees Participating: _____

Type of Simulated Emergency: _____

Area(s) Evacuated: _____

Incident Commander: _____

Building Captains: _____

Floor Captains: _____

Support Personnel: _____

Problems Identified: _____

Corrective Action Taken: _____

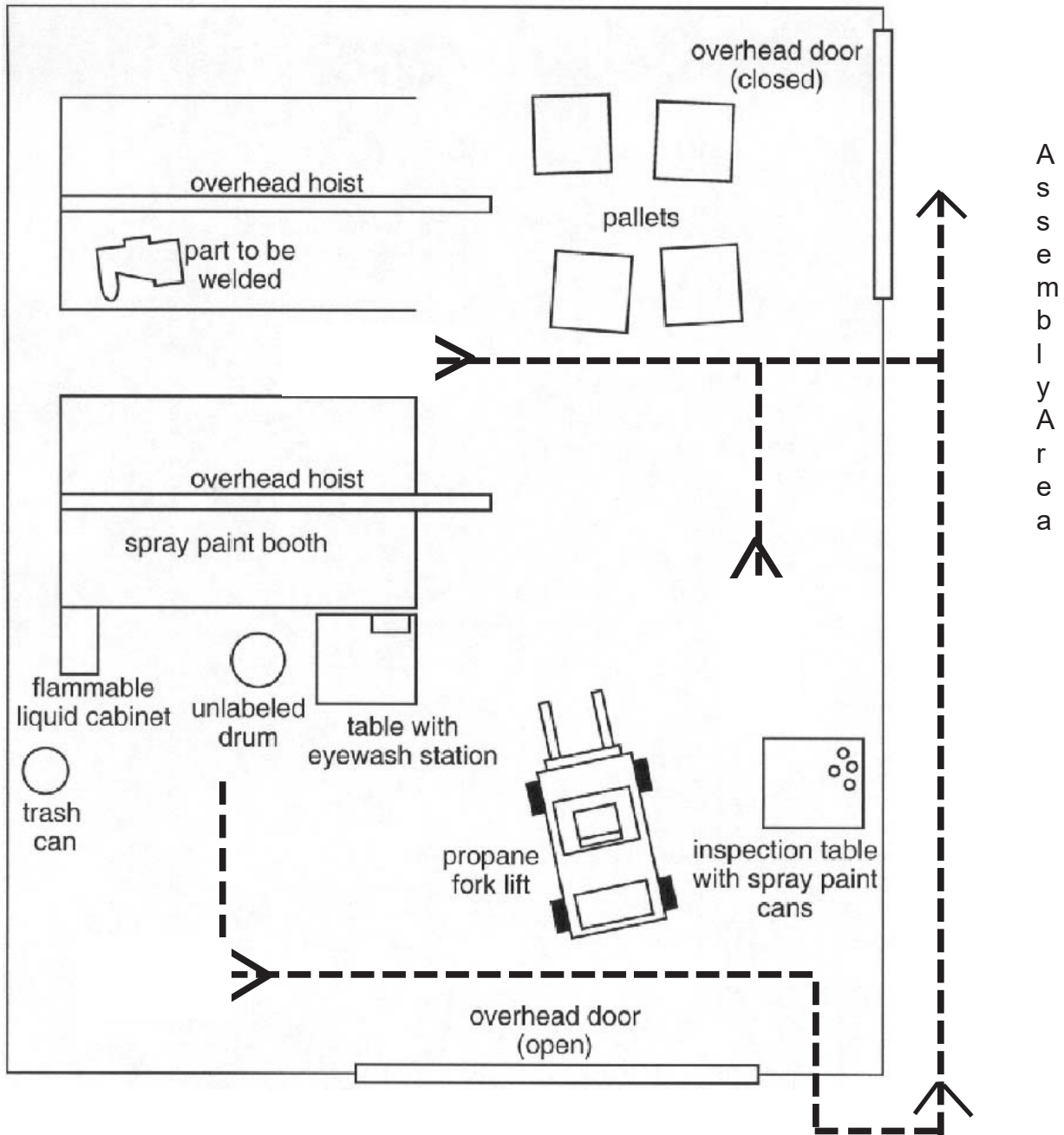
If needed, were employees retrained? Yes No

Signature: _____ Date: _____

(Incident Commander or designated official)



Applications Division



Evacuation Plan
Go to North Parking Lot Assembly Area