

## EVACUATION PROCEDURES

### PURPOSE

To establish a procedure for the safe, orderly, and rapid evacuation of employees and the public.

#### 1) Alarms:

- a. Fire Alarm – A steady continuous alarm signals a fire.
- b. Emergency Evacuation (Bomb) Alarm – Intermittent short beeps signal a bomb threat.

Do not wait to see if the alarm is a test. Evacuate the building if an alarm is sounded.

#### 2) Procedures:

- a. Keep calm. Do not panic or panic others. Walk rapidly. Refer to the Evacuation Map.
  - i. Do Not Run.
  - ii. Do Not Use the Elevator.
  - iii. Do Not enter basement parking lot to retrieve vehicles.
  - iv. Do Not return to your desk/office to retrieve personal items.
  - v. Do Not lock doors.
- b. If possible, close all doors and windows for Fire Alarm, this will slow the spread of smoke and fire. If there is a Bomb Threat, leave doors and windows open. (Do Not lock doors).
- c. Before opening doors, feel the door and if it is hot, do not open it. Choose an alternate route. If you are in an area filled with smoke, take short breaths, breath through your nose, crawl along the floor where the air is cooler. If forced to make a dash through smoke or flame, hold your breath.
- d. Office Managers/Safety Committee Members are responsible to insure that all personnel have left their respective areas.
- e. Designated Safety Committee Members will evacuate the common areas assigned to them.
- f. Security personnel will evacuate the restrooms and entrance areas. They will then assist S.C.M.'s to cordon off all entrances to the building (including parking ramp entrance) and go to the East doors to assist in crowd control, assure a 50-foot safety zone, and prevent anyone from entering the building.
- g. Refer to table called Common Area for outdoor meeting areas.