

## Evacuation Procedures

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In an emergency situation, evacuating employees out of a building poses unique challenges.

Appropriate exits, emergency lighting, communication systems, alarms and sprinkler systems are critical for employee safety. Emergency routes need to be developed, posted, and properly maintained to ensure easy accessibility in an emergency situation. Drills are a critical component of all emergency actions plans to ensure that emergency procedures are understood and followed by all occupants.

### Evacuation Drills

- o Ensure your emergency action plan addresses all emergency situations. Know when to evacuate, and when not to... such as during weather-related emergencies or earthquakes.
  
- o Identify and train Floor Emergency Evacuation Coordinators who will be responsible for sounding the alarms and organizing the evacuation drills.
  
- o Perform regularly scheduled evacuation drills, make needed improvements to the plan, and document these events.
  
- o All employees shall follow evacuation drill procedures professionally and evaluate for improvement.
  
- o Exit workstations in a calm and orderly manner. Use the evacuation map to determine the closest and safest route out of the building. Do not stay behind.
  
- o Determine a primary and secondary means of evacuation from the building so that, in the event of a real evacuation, you will know another way out if the first choice is blocked.
  
- o Identify the locations of workstations and equipment/furniture on the floor to make low visibility escape easier.
  
- o Recognize the sounds and signals of the emergency alarms. Report any malfunctioning alarms or emergency equipment immediately.
  
- o Perform a head count at the designated meeting location and ensure all personnel have safely exited the building.
  
- o Only re-enter when it is reported by the person in command that is safe to do so.