
BUILDING EVACUATION

A. Introduction

Being prepared for an emergency can save your life. The following guidelines will help you to maintain order and complete a safe evacuation from a building.

B. Requirements

When an evacuation is announced at any city facility all employees must immediately leave the building and go to their designated meeting location. Each department must plan ahead of time to prepare for an emergency.

C. Pre-Planning Elements:

It is critical that each department has their own plans in place ahead of time to minimize confusion and panic during an emergency. Pre-planning elements include the following:

- Designate meeting places that are located at least 100 feet away from the building.
- Employees must know when and how to evacuate and must be aware of primary and secondary exit routes.
- Designate employees to assist individuals with impairments (mobility, visual, mental, hearing) during an evacuation.
- Insure that employees are aware of the location of fire alarm pull stations and fire extinguishers as well as how to operate them.
- Designate employees to search restrooms and private offices as well as other isolated areas during an evacuation.
- Identify the chain of command so that in an emergency confusion will be minimized and employees will have no doubt about who has the authority to make decisions.
- Identify the method of communication that will be used to alert employees that an evacuation or some other action is required as well as how employees can report emergencies (such as manual pull stations, public address systems or telephones).
- Identify the evacuation routes from the building, tornado shelter areas and locations where employees will gather.
- Complete an evacuation drill at least once per year or as required by City ordinance.