

Procedure: Building Evacuation	Last Update: June 2013
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References: Security and Safety Committee Policy

Purpose: To implement safety practices regarding evacuation of County Buildings.

Procedure: Building Evacuation

A. Building Evacuations

1. Evacuate the building when the fire alarm is activated or you are otherwise instructed to evacuate.
 - a. Everyone must immediately exit the building.
 - b. Use the stairways. Elevators will be out of service.
 - c. Move along marked egress routes to assembly areas.
 - (1) Assemble as a work unit.
 - (2) Check in with your supervisor.
 - (3) Remain at assembly area until released by your supervisor.
 - (4) Employees will remain attentive for further instructions.
2. If you are a supervisor:
 - a. Account for employees within your work unit to ensure a complete evacuation of the building.
 - b. Supervisors must have a means, and respective employees must be familiar with the selected means, whereby they can account for employees under their immediate supervision following building evacuation.
3. If you have a disability or impairment that requires assistance during an evacuation:
 - a. Notify your supervisor or evacuation specialists if you are unable to move to a marked refuge area or exit the building.
 - b. The supervisor or evacuation specialist will then notify the incident commander of your location.
 - c. In a multi-story building, you will be evacuated to the marked refuge area in the stairwell for evacuation by Fire Rescue. Note: Not all multi-story buildings will have marked refuge areas in stairways due to space constraints. In these instances, you will be assisted out of the building when safe to do so.
 - d. In a single story building or the ground level of a multi-story building, you will be assisted out of the building.
4. Evacuation specialists may be present to provide direction along evacuation routes, aid persons requiring assistance, and ensure work areas have been completely evacuated.

B. Reentry

1. Entry into the building following an evacuation can occur only after the incident commander has granted authorization.
2. Employees shall display their County identification card at the entry point.