**Evacuation Planning Review (Management)**

**PLANNING**

**Review** What is your current evacuation procedure? Does it contain these elements?

* Building Floorplans
* Office emergency procedures (emergency action plans)
* Preparedness guidelines provided to staff or others
* Roles/Responsibilities
* Communication plan
* Evacuation meeting location markings
* Hazards/concerns inside or outside the building
* Vests or other identification for the emergency response team

**Who determines if evacuation is required? For fire? For earthquake? For explosion?**

**How are Evacuations announced?**

* Building Fire - Fire Alarm
* Earthquake -
* Flooding inside -

**Who determines that the building is safe to occupy? Building inspector/Structural Engineer? (Depending on the type of event)**

**How will people visiting the facility know the procedures?**

Announced at start of meetings?

Posted on wall?

Text/Email prior to visit?

**How will staff know the procedures?**

Announced at start of meetings? Posted on wall?

Published in bulletin? Regular drills?

Regular training sessions?

**How will people with limited mobility, hearing impairment, vision impairment or limited English know to get out?**

**Do you have people with special skills?**

Fire extinguisher training? First Aid/CPR training? Other?

Ham radio? Translation?

**Who knows how to turn off gas, water and air conditioning?**

**Does any equipment need to be turned off (if there is time)?**

**Do you have a site map?**

Is important information documented?

* Assembly areas
* Exit routes
* Fire extinguishers
* First Aid kits
* Hazardous materials locations
* Special assistance locations

Do all teams have copies of the map?

**Do you have traffic control plans?**

* Access routes for emergency equipment?
* Access routes for other people or vehicles?
* Barricades, cones or caution tape?
* Traffic control personnel?

**Are there businesses with similar functions in the area?**

Have you contacted them about mutual aid agreements for evacuation, shelter, mental health, medical, communications, public information?

**Do you have special notifications or forms that must be completed?**

Are they accessible from the assembly area?

**Do you have an internal and external communications plan? *(assuming telephones don't work) Explain the use of each item identified.***

* AM/FM Radio
* Bull horns
* Cell Phones
* Code Words
* Fire Alarm
* Ham/FRS radio
* Public Address System
* Runners
* Signs
* Website
* Warning System
* Translations required?

**Do you know how to provide your status or request support from:**

* The corporate office?
* CADRE
* Other groups?

**How will you know everyone is out of the building?**

Ask those around you?

Class rosters or other sign in sheets?

Employee list?

**Walk Through**

**What potential hazards to evacuation have been identified?**

Computers/TVs? Covered walkways? Drinking fountains?

Filing cabinets? Gas meters/lines? Kitchens?

Janitorial closets or other hazardous materials storage? Shelving

Light standards? Other?

**Are there two exits out of every room?**

Any special equipment needed to get out of either exit?

**Are there fire extinguishers and first aid kits in every room?**

Is there a maintenance schedule?

**Who has keys to important doors?**

**Where is/are the outside assembly area(s)?**

* Is there an alternate?
* Is there protection from the elements?
* Is the assembly area clearly marked?
* Are there any potential hazards around the assembly area?
* Is the assembly area used by anyone else for disaster response?

**Are there potential hazards at nearby businesses that could impact your evacuation?** Natural gas, propane, water tanks, hazardous materials, etc.

**SAMPLE Procedures**

**Fire Evacuation Procedure Guidelines**

* Hear alarm or witness fire
* Call 9-1-1
* Emergency Response Teams (ERT) attempt to extinguish fire, if applicable while others begin evacuation
* ERTs move to exit doors to check safety
* ERTs put on hard hats and other identification
* ERTs order a calm, orderly evacuation to assembly area
* ERTs evacuate and bring:
  + First Aid Kit
  + Communications equipment
  + Fire Extinguisher
  + Rescue Kit (Hard hat, leather gloves, goggles, blanket or stretcher, caution tape, etc)
  + Employee list, rosters, or other contact information
* ERTs do a head count and report to Incident Commander

**Earthquake Procedure Guidelines**

* Ground shakes – drop, cover and hold on
* Emergency Response Teams (ERT) instruct people to remain where they are (unless things fell over or off shelves – then automatic evacuation)
* ERTs put on hard hats and other identification
* ERTs check exits for safety
* ERTs direct people to safe exits and evacuate to assembly area
* ERTs evacuate and bring:
  + First Aid Kit
  + Communications equipment
  + Fire Extinguisher
  + Rescue Kit (Hard hat, leather gloves, goggles, blanket or stretcher, caution tape, etc)
  + Employee list, rosters, or other contact information
* ERTs do a head count and identify missing people
* ERTs identify and isolate hazards, if possible
* ERTs treat injuries
* Communications checks City status to determine if help is available
* If no help available, assemble additional supplies and begin emergency response and rescue procedures