

# Disaster Preparedness and Evacuation Policy



## **POLICY:**

In the event that the emergency fire alarm system is activated, all employees are to evacuate the building by following the procedures below.

## **PROCEDURES:**

1. In the event of a fire alarm test or fire drill, an appropriate announcement will be made prior to the test/drill over the intercom system.
2. If no announcement was made, you must assume the fire alarm was sounded for an actual emergency. In all emergency or drills, when the fire alarm sounds, all employees should immediately stop whatever they are doing and quickly yet safely exit the building.
3. Each floor will have a designated primary and alternate floor warden whose responsibility it will be to see that all employees leave the building promptly and safely.
4. All employees should exit the building by way of the nearest stairwell that will be marked with a lighted red exit sign and follow these signs, exiting to the outside. If the nearest stairwell is blocked by smoke use the other stairwell. DO NOT USE THE ELEVATOR. [Company name] will make every attempt to create prior arrangements with a floor warden or other staff for individuals with disabilities as needed to assist them in the event of an evacuation.
5. Once you have reached the first floor or level P1, follow the exit signs to exit the building and quickly proceed away from the building. People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.
6. Before leaving the building, the Director, Administrative Services and/or his designate(s), if possible, will call the Fire Department and leave all doors unlocked to allow the Fire Department easy access.
7. Once outside the building, a senior level staff member should designate someone to:
  - Confirm with the Director, Administrative Services, that the Fire Department has

been called (911)

- Congregate all employees in the {enter designated site, i.e. parking lot}, and confirm that all employees and visitors are out of the building.
- Designate someone to meet the Fire Department at the front entrance to provide additional information.

1. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid. Appropriate aid should then be given.
2. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the most senior level staff member.
3. Practice drills will be conducted on at least an annual basis.