

Emergency Action Plan Training Curriculum

Employee Training:

- Each employee should know their evacuation route, exits and assembly area
- Each employee should become familiar with the locations of evacuation maps, emergency exits, fire extinguishers and fire alarm pull stations closest to their work area
- Complete a swift and orderly evacuation of the building once notified of the need to evacuate (typically by visual and audible alarm, but may be by individual voice notification)
- Treat all alarms as real
- Terminate all meetings, phone and conference calls immediately upon announcement of an evacuation. Secure sensitive materials or documents.
- If not in their work area, they should not return to their desk for personal items. Instead, they should proceed to the nearest exit and continue to the closest designated assembly area.
- Employees should keep personal items together at their desk (in a purse, brief case, etc.) so that they can be easily collected and taken during an evacuation. Such items can include:
 - Medications
 - Keys or wallets
 - Any items that they would require if they could not re-enter the building
- Do not take beverages or food into the stairwells. Plastic drink bottles w/ screw-type lids are okay.
- Food items in sealed bags are allowed for employees requiring food for a medical condition
- Evacuate to their designated assembly area and remain there until the “All Clear” is given.
- Cellular phones should not be used as they may interfere with emergency communications
- Smoking is not permitted during an evacuation anywhere on property
- Do not sit/rest on cars during an evacuation
- Report any injury/illness received during an evacuation to your Floor Warden or Building Coordinator
- Employees that require additional assistance during an evacuation should identify themselves to their supervisor and to their floor warden.
- Evacuations of Persons With Disabilities Guidelines
 - Employees who have specific evacuation profiles (see below) are to remember to stage by their primary exits when a evacuation is initiated
 - These employees, and their assistants, can enter the stairwell once it has cleared and stand by (the stairwells are Fire-Rated for 1 ½ hours)
- Fire extinguishers, First Aid Kits, Eye Wash/Shower Stations and AED’s – Locations and use.

Employees Requiring Assistance:

Training for Employees Requiring Assistance:

- Individuals who cannot utilize the stairs will be assigned to staging areas where they can meet with their assistant/buddy immediately upon activation of the alarm.
- Once the main flow of traffic has exited, the individual and their assistant/buddy may proceed into the stairwell (safe area of refuge) and await further instructions from emergency response personnel. This is to avoid unnecessary injuries during false alarms and fire drills and to avoid delays during an actual emergency evacuation.

Floor Wardens/Alternate Floor Wardens/Sweepers/Searchers:

Training for Floor Wardens, Alternate Floor Wardens, Sweepers/Searchers/ and Alternate Sweepers/Searchers will include training in three areas.

1. Preparing For An Emergency Including:.

- Maintaining a roster of the personnel they are responsible for (to be used for headcount purposes in their assembly area)
- Informing assigned employees on:
 - i. Location of exits, evacuation routes, and pull stations
 - ii. Assigned assembly areas
 - iii. Emergency numbers and proper usage
 - iv. The evacuation process
 - v. Following directives/instructions from Evacuation Team members
- Conducting walk-through and inspections of their evacuation routes to ensure a safe evacuation
- Ensuring that visitors in their area understand how to evacuate the building in case of an emergency.
- Identifying which assistants will accompany employees down the stairs and which ones will do a sweep of the area.
- Identifying and developing procedures for any employee that may require assistance during an evacuation.
- Reviewing the Fire Protection Procedures portion of the Emergency Action Plan.
- Hazardous Material Storage/MSDS: Know the location and materials stored.
- Orientation on the location and use of:
 - Fire extinguishers
 - First Aid Kits
 - AED's
 - Chemical Spill Kits

- Eye Wash/Shower Stations
- Evacuation Devices

2. Defining Roles Floor Wardens, Alternates, Sweepers, Alternates Will Assume

During An Emergency (Once The Alarm Is Activated).

- Coordinating efforts with other evacuation personnel
- Ensuring their group is evacuating
- Terminating calls immediately
- Securing Sensitive Materials or Documents
- Taking personal or assigned items (laptop, purses, keys, etc.), if at their workstation
- If the employee is not in their work area – Employees will not return to their group but will evacuate from the closest exit, proceed to the closest assembly area and report to the floor warden.
- Maintaining order and directing their personnel to the appropriate exit (or stairwell)
- Ensuring a sweep is conducted of their work area to ensure that all personnel have been evacuated (check restrooms, conference rooms, copy rooms, etc., in the immediate work area)
- Assisting employees requiring assistance and notifying the Building Coordinator if there are any disabled personnel staged in a safe area of refuge
- Maintaining order in the stairwells
- Conducting a headcount at the assembly area to assess the status of their team. If someone has been identified as missing, the floor warden will pass this information on to the Building Coordinator.
- Alternative areas of assembly
- Business Continuity
- Coordinate efforts with other evacuation personnel
- Alternate areas of assembly
- Business Continuity

3. Responsibilities after an Emergency

- Once the Building Coordinator has received the “All Clear” to return to the building, the Floor Wardens will lead their personnel back into the building through the appropriate entrances.
- At the first possible opportunity, the Floor Wardens will submit a written evaluation of the evacuation to the Building Coordinator. This should include any concerns noted that may have delayed or impeded an orderly and efficient evacuation.