

EMERGENCY EVACUATION / FIRE DRILL PROCEDURES

A fire drill will be announced, without prior warning, by the sound of an air horn. In the event of a real fire or other emergency, the automatic fire alarm will ring to alert all persons in the building. The alarm will also automatically contact fire department. Do not waste time by calling 911. **YOU ARE TO DROP EVERYTHING AND LEAVE THE BUILDING IMMEDIATELY.**

Do not stop to collect your personal belongings because every second counts. Time spent delaying your evacuation to collect your stuff could mean the difference between life and death. If anything, use that time to assist any handicapped person or visitor in the building. **EVERYONE MUST EVACUATE DURING A DRILL OR A REAL EMERGENCY.**

There are two evacuation routes from this building. Choose the one providing the quickest exit depending on where you are when the alarm sounds:

- Front Office (offices south of the building fire wall): **EXIT BY THE LOBBY DOOR.** If it is obstructed by smoke or fire, or inaccessible for some other reason, exit by the side employee door. If that is also blocked, exit by the rear warehouse door.
- Warehouse (offices and space north of the building fire wall): **EXIT BY THE REAR WAREHOUSE DOOR.** If it is obstructed by smoke or fire, or inaccessible for some other reason, exit by the side employee door. If that is also blocked, exit by the lobby door.

There are two designated meeting areas:

- Front Office - on the lawn near the corner of our property (Adams Avenue and Davids Drive). **DO NOT LINGER NEAR THE BUILDING.**
- Warehouse - in the rear of our parking lot. **DO NOT LINGER NEAR THE BUILDING.**

There are two Fire Safety Coordinators and two Alternates:

- Front Office - Coordinator: Controller. Alternate: Agency Relations Director.
- Warehouse - Coordinator: Warehouse Manager. Alternate: Foreman.

These Fire Safety Coordinators and Alternates will be responsible for expediting evacuation to the extent that they do not risk their own safety. Also, an attempt will be made by Fire Safety Coordinators and Alternates to take a headcount to make sure all employees and visitors have been evacuated in their respective areas.

UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING TO SEARCH FOR ANYONE until the all-clear signal is given by a Fire Safety Coordinator or an Alternate. Rescue is a job for professionals who will be on the scene within minutes in the event of a real emergency.

Employees are not to leave the premises during a fire drill or real emergency. The reason for this is simply that your absence may be misunderstood as your being still in the building.

When the all-clear signal is given by a Fire Safety Coordinator or an Alternate at the completion of a fire drill, employees may re-enter the building and resume their duties. In the event of a real emergency, Fire Safety Coordinators and Alternates will consult with the Executive Director and Department Managers for instructions to their staff. **NO ONE IS DISMISSED UNTIL THIS HAPPENS.**

Fire Safety Coordinators and Alternates will record and report their findings to the Safety Committee. Their reports will include any areas of deficiency and lack of cooperation that need attention and correction.