

## EMPLOYEE EVACUATION PROCEDURE

### **In advance each staff person and volunteers should:**

1. Understand the evacuation plan. The plan for this department is in the hall connecting the upper and lower levels of the first floor.
2. The designated evacuation alarm/signal is voice announcement or fire alarm.
3. Know at least two ways out of the building from your regular work space.

### **When you hear the evacuation alarm or are told to evacuate the building:**

1. Remain calm.
2. Leave quickly.
3. Take with you the emergency folder at the back door.
4. Historical Resources Deputy Director is responsible for insuring that all members of the department evacuate the area. In addition, each employee should check that all others in that work space are leaving as instructed.
5. As you exit, quickly check nearby restrooms, copier rooms, closets, etc.
6. Accompany and help handicapped personnel, visitors, and any co-worker who appears to need calm direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not take large or heavy objects.
8. Shut all doors behind you as you go; closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Hold handrails when you are on stairs.
10. Once out of the building, move away from the structure.
11. If possible, move vehicles from the parking lot to keep area free for emergency vehicles.
12. Meet at the evacuation point, [REDACTED], under the overhang between the sanctuary and education building.
13. Contact Employee Relations and Public Information Director, at [REDACTED] to inform of the situation.
14. All staff, volunteers and customer must be accounted for promptly. Give a head count to

Historical Resources Deputy Director for notification of Emergency Personnel.

15. Remain in the evacuation area until assigned to emergency duties or instructed by Employee Relations and Public Information Director or Historical Resources Deputy Director to leave.