

FIRE DRILLS AND GENERAL EVACUATION COMMON SENSE CHECKLIST PREVENTION / PLANNING / TRAINING

Plans must be “brief” enough to want to read, understand and execute; and used in training.

Make an employee(s) responsible for the plan “Fire Warden” “Emergency Response Coordinator”; make it a part of their job description and reward, discipline, etc. their commitment. When possible, enlist the cooperation of senior management to approve the plan and make him/her part of the training

Make sure new employees learn about your evacuation plan; incorporate it into their “new hire” package.

Do not block exits or pathways to exit doors with furniture, boxes, trash cans, copiers, anything! There should always be a minimum 3’ clearance in all hallways.

Check Exit signs and report any lights that are burned out; check stairwell door hardware; check signage and report any discrepancies to Service Center.

Does your office have a fire extinguisher? Do you know how to use one? The Service Center can coordinate a demonstration and can schedule regular inspection of your office’s extinguisher(s).

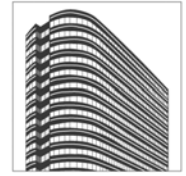
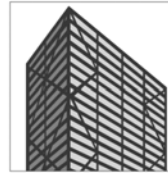
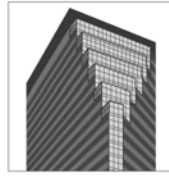
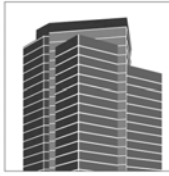
Does your office have any physically challenged persons that would need assistance in an evacuation? Is this person assigned a buddy? Does your office have an evacuation chair?

Who is responsible for turning off the coffee pot warmer?

Smokers...please be smart and considerate at all times.

Any items, both in your suite and in basement spaces, must not come within 18” from the ceiling. Any higher will prevent the sprinkler heads from discharging the water in its intended pattern.

Keep stairwell doors closed at all times, especially if you are a multiple floor tenant that goes up and down all day. These doors are specially rated for fire protection and allow the “alarm fresh air” to circulate throughout the stairwell.



When an alarm goes off in the building, the best advice is **When in doubt, Get out!** There will always be false alarms... however, please err on the side of caution. Do not call the Security office or Management office or Service Center when an alarm goes off. These people are actively investigating the cause, dispatching resources and coordinating with emergency services personnel. Public Address announcements will be made giving the status of an alarm.

Walk your path of egress at least once a month, once a quarter, once a season. This will familiarize you with any turns, barriers, steps, lighting, outdoor features like landscaping, sidewalks, etc. Report any unusual circumstances to the Service Center.

Remember the path you come and go every day may not be the one you use to exit in an emergency, most likely it will not be the exit.

When evacuating, have a predetermined location outside the building or in the parking structure to meet and perform a headcount of who was working in the office that day. Fire Warden should have a complete and updated employee list at all times as part of “evacuation procedure”. Pick an alternate location in case your first one is not available. Think about bad weather...

Move quickly and calmly to your designated location, **DO NOT LINGER IN THE LOBBY.** Emergency Services personnel will be conducting their operations in the lobby.

Do not cross the lobby if you find yourself exiting a different stairwell from which you were trained to exit. Learn the “long way path” outside the building.

As information is available, announcements will be made to people gathered outside. If your meeting place is far away, assign someone to be the information liaison to the building to run back and forth to inform your group.

Has your office thought about where you will gather the next day, week, month, etc. if your office is rendered unusable? Do you maintain employee home phone numbers off-site?

Has data preservation, duplication, or off-site storage been considered?

PRACTICE, UPDATE & TRAIN NEW EMPLOYEES on your evacuation procedures.