



Clallam County Fire District 3

Motto: *Serve, Respect,
Prevent and Protect*

Workplace Emergency Evacuation Plan

The Safety Supervisor Should:

1. Prepare A Building Diagram

- ◆ Survey the entire building. Obtain (or draw) floor plans identifying the exits and other pertinent features.
- ◆ Find out what building features are affected by the fire alarm (i.e., doors automatically close, stairwells become pressurized with fresh air, partitions slide into place, elevators are recalled to a specific location).

(With selected evacuation, the fire alarm bells only ring on the fire floor, the floor above and the floor below; only employees on the floors where the bells are ringing are expected to evacuate.)

- ◆ Determine whether the fire alarm bells ring on all the floors or whether the building has "selected evacuation."
- ◆ Label fire protection features on the diagram.
- ◆ Designate the exits to be used in each area (usually the closest exit, but possibly not if a farther exit has better built-in fire protection).

2. Determine the Building's Type of Occupancy

- ◆ How many people are present during a typical day?

Include all people who share the use of the building (i.e., a school that holds classes in a worship facility or a building with several businesses).

- ◆ How many people are present during a typical night?
- ◆ Are there any people who may require assistance to evacuate due to reduced mobility, coordination, or perception?

Consult these individuals; they are the experts regarding their situation. Ask them what assistance they would like during an evacuation. Encourage, but do not require them to accept help.

- ◆ Are there any unusual hazards in the building?

3. Determine the Method of Announcing an Evacuation

If a fire alarm system exists, the pull stations will be used.

- If a public address system exists, it can be used to announce "CODE RED" followed by the location of the emergency.
- In a small area, a distinct sound (whistle, bell, etc.) or an announcement may be used.

4. Assign People to Emergency Evacuation Teams

These people must be familiar with the building evacuation plan, floor layouts, and the location and use of fire equipment. In some cases, the floor warden may also assume the role of the assistant warden and the searcher.

If the floor is occupied by **residential tenants** (apartments and condominiums); designate one Floor Warden and alternate for each floor. If commercial tenants occupy the floor, each tenant should designate one Floor Warden and one alternate.

- ◆ **Floor Wardens** – The floor wardens are responsible for overseeing orderly evacuation of their suite/floor during a fire alarm. They will receive and dispatch information and instructions relating to a given emergency, oversee the evacuation of their area if required to do so, and make sure that any person with a disability is assigned a co-worker who agrees to stay with the person with the disability. It is the duty of the floor warden to report the location of these people to the fire department when they arrive.
 - Be familiar with the emergency evacuation plan.
 - Consult each person who may need assistance to determine a plan for them.
 - Provide all staff members with a copy of the emergency evacuation plan. Include: floor plan, how to notify the fire department, and the building's name and address
 - Oversee the orderly evacuation of their suite/floor upon fire alarm activation.
 - Receive and dispatch information and instructions.
 - Ensure that someone is assigned to those requiring assistance.
 - Report the location of these people to the fire department when they arrive.
 - Report to the firefighters the locations of employees needing assistance and the names and locations of employees who disregard the order to evacuate the floor.
- ◆ **Assistant Floor Wardens** – The assistant floor wardens are responsible for ensuring that all personnel leave their offices and go to the stairwell door designed for their safety. They should listen for any new information; if questions or problems arise, they should get direction from the floor warden. They will not take any individual action without checking with their floor warden, except in an emergency.
 - Be familiar with the emergency evacuation plan.
 - Ensure all personnel go to the exit or stairwell door designated for their safety.
 - Listen for, and relay, new information.
 - Seek direction from the floor warden if questions or problems arise.
- ◆ **Searchers** – The searchers make sure that no one has been left on the floor and that all office doors are closed to reduce the spread of fire and smoke. Be sure to check conference rooms and restrooms. Searchers should be familiar with all non-visible areas and ensure everyone is out. Searchers should also report to the floor warden when they have completed their search or if any problems exist.
 - Be familiar with the emergency evacuation plan.
 - Ensure that everyone has left the floor.
 - Check conference rooms, restrooms, and other common areas.
 - Close office doors to reduce the spread of fire and smoke.
 - Report to the floor warden when the search is complete.
 - Relay any problems to the floor warden.

- ◆ **Alternates** - Each of the people listed above should have an alternate to cover their duties in their absence.
- ◆ **Occupants** – Self rescue
 - Become familiar with the emergency evacuation plan.
 - Note the location of fire extinguishers and fire alarm pull stations.
 - Participate in fire drills.
 - Keep fire doors closed.
 - Maintain clear hallways and exits.
 - Alert the safety supervisor of hazardous conditions.
 - Evacuate promptly during emergencies or drills.
 - Avoid elevators during an emergency.
 - Remain calm and quiet so everyone can hear instructions.
 - Not return to the building until notified that it is safe to do so.

5. Familiarize the Emergency Evacuation Team with the Evacuation Plan

Hold meetings quarterly or as necessary (prior to renovation, etc.) to update the plan.

6. Schedule Periodic Fire Drills

These should be realistic. Existing fire alarm pull stations must be used during fire drills; this will increase the chance that someone will remember to pull the handle in an actual emergency. Remember to notify your alarm company (if applicable) so that fire units are not mistakenly sent to your location.

If you discover a fire:

- ◆ Activate the fire alarm system, or give the prearranged signal.
- ◆ Remove anyone in immediate danger.
- ◆ Designate someone to call 9-1-1 from a safe location.
- ◆ Attempt to extinguish the fire **ONLY** if it is very small and if comfortable doing so.
- ◆ If the fire cannot be extinguished, confine the fire by closing the door.

If you smell smoke but do not see a fire:

- ◆ Activate the fire alarm system, or give the prearranged signal.

If you smell natural gas:

- ◆ Instruct coworkers not to operate the light switches.
- ◆ Go to a well-ventilated, odor-free, area and then call 911.

7. Increase Awareness of Fire Protection Features

Consider contests; place a sticker beneath a fire extinguisher or a pull station handle, ask employees to find it, and give a small prize to the person who finds it first.

8. Include Fire Prevention Information at Safety Meetings

The Fire District provides on an available basis, speakers on fire and injury prevention.

To schedule a speaker, please use the **Contact Us** feature to the right. Please indicate the date and time, number and description of workplace and participants, and any special requests.