

Emergency Evacuations

Emergency Evacuation Team members are responsible for assisting in the safe and orderly evacuation of all employees and guests in an emergency situation. Emergency evacuations can be broken down to three general categories: partial evacuation, total building evacuation and shelter in place.

Partial Evacuation – Relocation

The building's emergency Public Address System directs occupants down to a safe area below an emergency situation, usually a few floors below. Occupants should quickly proceed to the designated stairwell and descend to the directed floor. Standby and await further instructions.

Total Building Evacuation

The building's emergency Public Address System directs occupants to leave the building. Occupants should quickly proceed to the designated stairwell and descend to the ground level. Exit the building and proceed to a pre-determined assembly point at least two (2) blocks from the building. Each tenant needs to assign an assembly point for their employees.

Shelter in Place – Interior Isolation

Shelter in Place is the opposite of evacuation. The building's emergency Public Address System will direct tenants to remain on their floor and use the structure of the building to provide protection from the following emergency situations:

- Weather
- Security
- Exterior Problems

Weather

Upon hearing the alarm and announcement to shelter in place, tenants should move away from windows, close doors, proceed to the shelter location indicated in the announcement (i.e., stairwells and restrooms).

Security

Upon hearing the alarm and announcement to shelter in place for a security breach, tenants should move to a locked interior office, out of visibility. They should lock the outside office doors, turn off lights, silence cell phones and keep quiet.

Exterior Problems

The building's emergency Public Address System directs occupants to stay in the building due to a threat outside of the building.

NOTE: Any movement requiring stairwells should be conducted quickly, quietly and hands free.