

Evacuation

- Pull fire alarm to begin evacuation.
- Notify _____ in _____ at _____.
Crisis Team Coordinator Office # Work/Mobile/Page #
- Close all windows.
- Take all belongings and inform Crisis Team Coordinator or police/fire personnel of any unusual packages or items.
- Follow fire drill procedures and route. Follow alternate route if normal route is too dangerous. Assist disabled and persons with special needs.
- Call 911.
- Do not re-enter building until Fire Officer in Charge declares entire building safe.

Crisis Team Coordinator:

- Ensure employees and guests are evacuated to a safe distance outside of building.
- Determine whether employees and guests should be moved to relocation centers. Notify relocation center.
- Contact _____ in _____ at _____ and inform him/her that
Public Information Designee Office # Work/Mobile/Page #
evacuation is taking place.

Supervisors:

- Direct employees and guests to follow normal fire drill procedures unless Crisis Team Coordinator or police/fire personnel alter route.
- Close doors and turn off lights and, if it is safe, turn off electrical equipment, gas, water faucets, air conditioning and heating system.
- When outside building, account for all employees and guests. Inform Crisis Team Coordinator immediately if anyone is missing.
- If evacuated to relocation center, account for employees and guests again when you arrive at relocation center.

Relocation Centers

List primary and secondary relocation centers for building.

- *The primary site is located close to building. The secondary site is located further away from building (in case primary site is inaccessible or during a large-scale emergency).*

Primary Relocation Center
Secondary Relocation Center

Address:

Address:

Phone:

Phone:
