

**NORTH CAROLINA DEPARTMENT OF LABOR  
OLD REVENUE BUILDING  
EVACUATION PROCEDURES  
2023**

**I. Organization**

**A. Building Emergency Coordinator**

1. The Safety and Health Steering Committee in conjunction with the appointee's supervisor will appoint a Building Emergency Coordinator (BEC) to oversee evacuations, serve as a liaison with emergency personnel and recommend corrections to the Emergency Evacuation Plan for the Old Revenue Building (ORB.)
2. The current Old Revenue Building, BEC, is Charity Locklear – (919) 707-7901.
3. The current Old Revenue Assistant Building Coordinator, (ABEC) is Shirley Curtis – (919) 707-7841 or backup (ABEC) James Agosto – (919) 707-7944.
4. Assistant Building Emergency Coordinators duties will be defaulted to the floor monitors if the BEC or ABEC is not available during an evacuation drill or during an outdoor or indoor evacuation.
5. When possible, the ORB BEC and Alternate BEC should communicate when they are out.

**B. Floor Monitors**

1. Unit managers in conjunction with BEC shall appoint, at a minimum, two floor monitors and two floor monitor alternates per floor to assist with performance of duties in conjunction with emergency evacuations for the ORB.
2. The floor monitors and alternates are listed as an attachment to this policy.
3. When a monitor/alternate vacates the position, a replacement will be chosen by the unit manager and the replacement's Name will be provided to ORB BEC to update current Floor Monitor roster.
4. The ORB BEC shall be notified when a new floor monitor/alternate floor monitor is assigned.
5. Training shall be provided by the BEC or ABEC. The training shall be logged into a training log. The log will contain the printed Name of the person trained, date of training, signature of trainee and printed Name of the trainer shall be documented in the Emergency Evacuation training log.
6. In the event the BEC or the ABEC is out, the designated floor monitor assumes the BEC's responsibilities for overseeing the evacuation procedures outlined.

## II. Fundamental Requirements During Evacuation

- A. Employees, visitors and state contract staff shall immediately evacuate according to the notification or sounding of an emergency alarm or alert for out-of-building evacuation or in-building evacuations. All visitors shall be escorted at all times during an out-of-building or in-building evacuation. **There shall be no exceptions to this requirement.**
- B. ORB Employees, visitors and state contract staff shall not re-enter an unprotected area of the building until the BEC, ABEC or Safety & Health Coordinator gives the all-clear notification.
- C. It is important during any evacuation event that all floor monitors begin communication among themselves via word of mouth, cell phones or radios to determine if the BEC and/or the ABEC is/are present. If the BEC is not available, the BEC duties are assumed by the ABEC with the assistance of an alternate floor monitor that is available to assist with the outdoor or indoor evacuation. If the alternate BEC is not available, an alternate floor monitor will assist the BEC during the evacuation process. In the event the BEC or ABEC are not present during an evacuation, the floor monitors will choose amongst themselves floor monitors to assume the responsibilities of the BEC and ABEC during the evacuation process. The substitute BEC and ABEC shall be communicated to all floor monitors via word or mouth, cell phones or radios.
- D. One person on each floor (BEC, ABEC, or floor monitor) will maintain a weather radio in an open area for weather alerts.

## III. Building Evacuation

### A. Purpose

Building evacuation will be initiated if there is a fire or similar emergency within the building itself which creates life threatening hazards or conditions to employees, visitors, and state contract employees.

### B. Evacuation Procedures

#### 1. Notification

- a. Upon detection of a fire or smoke condition, the building's alarm system will activate, sounding an audible alarm and activating flashing lights in hallways.

**Note: If the fire alarm system is Operable, notification will be made to the ORB security station automatically.**

- b. If an employee detects a fire or smoke condition, or in the event of a bomb threat, the employee is to engage an alarm pull station to activate the building alarm.
- c. Once the employee activates the alarm, they shall evacuate building and shall report immediately or as soon as possible to the BEC/ABEC notifying either of them that they activated the alarm and called 911.
- d. The BEC/ABEC for the ORB will let State Capital Police Officer know the reason for the alarm being activated the alarm.

**Notification to Emergency Service Contacts:**

1. 911
2. ORB Security Officer at (919) 814-5333 or Main Office of State Capital Police at (919) 733-3333.
3. Facility Management at (919) 733-2967.

**Note: If the fire alarm system is Inoperable, notification will be made to the ORB by using the Megaphone located at the Safety Station.**

2. If the fire alarm system is inoperative and any employee detects a fire or smoke condition, the employee is to call 911 and notify the floor a monitor.
3. The floor monitor will notify the BEC/ABEC that the alarm system is inoperative. The BEC or ABEC will announce the evacuation of the building using a **Megaphone** (located at the Safety Station) to alert the employees on their floor, who will in turn, instruct employees, visitors and state contract staff using a **Megaphone** located at the Safety Station - Announcing to exit the building using the designated fire exits proceeding with the evacuation.

**4. Evacuation**

- a. Unless previously countermanded by the BEC, all employees, visitors, State Contract staff shall immediately evacuate the building upon notification.
- b. Employees and visitors shall follow appropriate evacuation route indicated below. (See: Evacuation Routes).
- c. One floor monitor for each floor above the basement will remain in the stairwell until the last employee leaves in order to be available to assist employees, visitors or state contract staff having difficulty navigating the stairs. No employee is required to participate in assisting the non-ambulatory handicapped individual from the building. This will be the responsibility of the emergency responders. Floor monitors will escort the handicapped to the stairwell only and notify the BEC or ABEC upon exiting the building. An exception to this rule will be made, provided employees assisting have volunteered to do so and the person requiring assistance has requested their services. In addition, this service should be performed only after all employees have exited the stairwell.

**5. Assembly Area**

- a. Employees and visitors shall gather in front of the Good Shepherd Episcopal Church on Hillsborough Street.
- b. Employees and visitors will check in with their floor monitors and let them know if they have knowledge of any unaccounted-for individuals using staff roster and visitor logs.

- c. Employees, visitors, and state contract staff shall remain at the assembly area until receiving notification from the BEC/ABEC that it is safe to re-enter the building.

**C. Evacuation Routes**

1. Primary route; Hillsborough Street (between Buildings B&C).
2. Secondary route; Salisbury Street stairwell (between Buildings A&B).

**D. Duties of the Floor Monitors**

1. Upon activation of alarm, each monitor shall check his or her floor to assure no one needs assistance in evacuating.
2. Monitors will check bathrooms, conference rooms and other areas to assure that all persons have heard the alarm and evacuated the building.
3. One floor monitor for each floor above the basement will remain in the stairwell until the last employee leaves in order to be available to assist employees, visitors or state contract staff having difficulty navigating the stairs. No employee is required to participate in assisting the non-ambulatory handicapped individual from the building. This will be the responsibility of the emergency responders. Floor monitors will escort the handicapped to the stairwell only and notify the BEC or ABEC upon exiting the building. *An exception to this rule will be made, provided employees assisting have volunteered to do so and the person requiring assistance has requested their services. In addition, this service should be performed only after all employees have exited the stairwell.*
4. One floor monitor for each floor will take a count of employees, visitors, and any state contract staff at the assembly area, and will compile a list of employees, visitor and any contract staff unaccounted-for. Supervisors may be available to confirm the presence of an employee in the office on the particular day of the evacuation.
5. One floor monitor will be chosen to carry the list of unaccounted-for persons to the BEC/ABEC.
6. Once the all-clear signal is given by Facilities Management and Professional emergency response agencies, the BEC or ABEC will notify monitors that it is safe to re-enter the building. No one shall re-enter without approval from the BEC. This notification is to be made only by the BEC or, in his or her absence, the ABEC or in their absence the floor monitors in charge of communication with Facility Management and Professional emergency responders.

**E. Duties of the BEC and ABEC**

1. Upon activation of the alarm, the alternate BEC will take a position on Hillsborough Street in front of the Good Shepherd Episcopal Church.
2. The BEC will proceed to the corner of Salisbury and Morgan Streets to begin coordination of events between ORB State Capital Police Officer, Facility Management, Secretary of State's Office, and the Office of the State Auditor.

3. If the alternate BEC receives from the floor monitors a list of unaccounted persons, the alternate shall radio those names to the BEC.
4. The BEC will provide the list of unaccounted for persons to emergency personnel.
5. The BEC and ABEC will act as liaisons between the responding authorities and the building employees, visitors, and state contract staff, but shall not interfere with rescue or firefighting operations.
6. Once notified by the responding authorities, the BEC shall notify the alternate BEC of the all-clear signal. The all-clear signal will be passed on to the floor monitors.

#### IV. Manual Alarm System

- A. In the event that the building alarm system is non-functional, the Building Coordinator will notify all agency contacts and Facility Management.
- B. The BEC or ABEC will notify all floor monitors who will then notify all employees, visitor or state contract employees on their respective floors that the alarm system is inoperable.
- C. If evacuation is required and the alarm is inoperable, the BEC or ABEC will notify all floor monitors so they may announce the building evacuation using the **Megaphone** located at the Safety Evacuation Station.
- D. If fire or smoke is detected, one monitor on the fire floor will begin to announce the evacuation repeatedly using the **Megaphone**.
- E. Upon hearing the evacuation announcement on the **Megaphone**, all floor monitors will initiate evacuation of employees, visitors, or state contract employees. Evacuation will proceed as specified in Section III above.

#### V. Power Failure

- A. If there is a power failure the BEC will coordinate with the ORB State Capital Police officer, Building Coordinator, Facility Management, Deputy Commissioners and or any emergency personnel to determine:
  1. Cause
  2. Duration
  3. Recommended Action
- B. If an extended power failure of at least ½ hour occurs, the BEC, ABEC and all Floor monitors will immediately gather in the lobby on the first floor Building C on the Hillsborough Street side entrance with their flashlights and the BEC will give them instructions. The floor monitors will carry the information to employees and any visitors on each floor as directed by the BEC or ABEC.
- C. If the failure continues beyond 90 minutes, the emergency lights in the hallways and stairwells will fail. The BEC will initiate a non-emergency evacuation after 60 minutes of power failure.
- D. Follow assembly procedures until E. is completed.

- E. The BEC will coordinate with the Commissioner of Labor, Secretary of State's Office and the office of the State Auditor the course of action to respond to extended power outages.

**VI. In-Building Evacuation**

**A. Purpose**

- 1. In-building evacuation will be initiated by whistle and word-of-mouth. Whenever an external danger, such as a weather advisory, tornado warning or outside chemical or biohazard advisory requires the evacuation of the upper floors 2-6 but prohibits evacuation to the building exterior. This notification may initially be received from the weather alert system, through e-mail, or from the Safety and Health Coordinator and BEC.

**B. Notification**

**1. Notification**

- a. The BEC will respond to the severe weather alert notification of severe weather with potential to affect the building. In the event of the BEC absence, the ABEC will coordinate the response to the alert.
- b. The BEC will notify the State Capital Police Officer and contacts within the Secretary of State's Office and State Auditor's Office upon decision to In-building evacuate all employees, visitors, and state contract staff to designated inner hallways or stairwells.

**2. In-Building Evacuation**

- a. In the event of a tornado drill or an In-Building evacuation; floor monitors may **sound whistles** to initiate evacuation and use Megaphones to announce In-Building evacuation.
- b. All floors will evacuate to pre-identified inner hallways or stairwells according to evacuation routes posted on wall hallways and with the ORB Evacuation Policy.
- c. After checking for occupants in rooms, room doors should be closed after windowed rooms are evacuated.
- d. Employees and visitors will remain in the areas until the BEC announces the all-clear as dictated by the cancellation of the weather alert.

**C. Duties of Floor Monitors**

- 1. Floor Monitors will assist employees and visitors with evacuation and check the floors and bathrooms as designated in the building evacuation Section III D. 2.
- 2. Monitors will carry flashlights.

**D. Duties of the BEC or ABEC**

- 1. The BEC, ABEC and Floor Monitors will monitor alert via phone/radio in the assembly area until the alert is cancelled.

2. The BEC or alternate BEC will also give the all-clear announcement once the alert has been cancelled.

## **VII. Post-Evacuation Evaluation**

Within two working days following the evacuation, the BEC and alternate BEC will have a meeting with the monitors to determine strengths and weaknesses of the evacuation. An attendee sheet will be passed around at the meeting and a follow-up e-mail of the findings will be sent to all floor monitors and alternate floor monitors.

- Ask non-emergency questions to the BEC/ABEC at the post-evacuation meeting not during a fire alarm or fire drill.

## **VIII. Drills**

- A. One unannounced Statewide Fire Drill will be held annually.
- B. In coordination with the Secretary of State, State Auditor's Office, three unannounced fire drills will be performed annually.
- C. Employees, visitors, and state contract staff will be unaware that the evacuation is a drill.
- D. All employees, visitors and state contract staff must participate in the drill; however, employees and visitors who are determined by the monitors to be physically unable to easily negotiate the primary evacuation routes may do the drill using secondary evacuation route. If the physically handicapped can't evacuate either route, they shall at a minimum make it to their floor level in a stairwell.
- E. One In-Building evacuation drill will be held annually, in coordination with the Statewide Severe Weather Awareness Day.
- F. The drills will be evaluated by the BEC and procedures revised if necessary.

## **IX. Training**

- A. The Head of the Safety and Health Steering Committee will give annual evacuation training annually.
- B. The BEC will meet with the new floor monitors/alternates within the first week and train on evacuation procedures. A copy of this plan will be given during this training. Adequate records shall be kept of this training in a training log kept by the BEC and a copy for the Floor monitor to provide to Unit Safety and Health Committee.
- C. The supervisors will have their floor monitor/alternate provide evacuation training to new employees in their section on where to evacuate and requirements of this plan. New employees will be given a copy of the evacuation plan within the first week of employment. Adequate records shall be kept of this training and provided to the section's unit committee head.
- D. A checklist provided by the BEC will be used to evaluate the training.
- E. BEC's will evaluate training/documentation of employees at post drill evacuation meetings.

**X. Equipment, Communication Equipment and Safety Equipment**

- A. The BEC and ABEC will be provided two-way radios for communication during evacuations. Radios will be set on Channel 2. It is the responsibility of the BEC and the ABEC to maintain this equipment.
  - If the BEC and/or ABEC duties are relinquished, the equipment should be returned to the Chair of the Departmental Safety and Health Committee.
- B. All Floor Monitor equipment assigned shall be returned to the Safety and Health Steering Committee when they relinquish their duties.
- C. Floor Monitors shall be provided the following equipment by their unit managers.
  - 1. Reflective Vest
  - 2. Flashlight
  - 3. Whistle
  - 4. Safety Glasses
  - 5. Ear plugs
  - 6. Weather Radios (Open Assembly Area)
  - 7. First Aid Kit

**XI. Evacuation Safety Stations**

**The Evacuation Safety Stations will provide:**

- 1. **Clipboard with Attached:**
  - a. Current Old Revenue Building Evacuation Procedures
  - b. Current ORB Emergency Contact Roster
  - c. Floor plan for External Evacuations (Fire & Bomb Threats)
  - d. Floor plan for Internal Evacuations (Tornados, Earthquakes & Chemical Spills)
  - e. Updated Employee Roster (Supplied by and updated by Floor Monitors)
- 2. **Provides 2 hooks. One hook holds megaphone, and the other hook holds a hanging First Aid bag.**

**\*Sections shall check and replace batteries when necessary for the flashlight on their Evacuation Safety Station shelf and replace items used or expired in the first aid kit bag hanging on their section's Evacuation Safety Station. (Contact BEC for additional information on ordering safety bags.)**

**Policy will be revised as necessary:**

Updated: 1/5/2023– Charity Locklear