



Employee Safety & Health Program

LABOR BUILDING- Emergency Evacuation Procedures

Effective Date: March 6, 2023

I Organization

A. Building Emergency Coordinator

1. The Employee Safety and Health Steering Committee, in conjunction with the Administration, Labor Standards and Publications Unit Safety and Health Committees, have the authority to appoint a Building Emergency Coordinator (“BEC”) and one (1) Alternate to oversee evacuations, liaison with emergency personnel, and recommend corrections to this Labor Building Emergency Evacuation Plan.

2. The BEC is: Skyler Allen.

3. The Alternate BEC is: Robert Olman.

B. Floor Monitors

1. The BEC shall appoint at least two (2) monitors per floor, to assist with and perform duties in relation to emergency evacuations. The Monitors shall be selected from persons whose job duties require their regular attendance within the office.

2. The Monitors are:

a) **Basement:** Jeff Wilson

b) **First Floor:** Stacey Thompson, Carla Rose and Beth Benson (alternate)

c) **Second Floor:** Scott Mabry and Erin Wilson

d) **Third Floor:** Lisa Culbreth and Brian Harper

e) **Fourth Floor:** Brent Wood, John Luckado and Shannon Utley (alternate)

II Fundamental Requirements During Evacuation

A. Employees must immediately evacuate upon notification or alarm.

B. Employees must not return to offices from another point in the building prior to evacuating.

C. Employees must not cross the stairwell from one wing to the other.

D. In case an employee must quell a fire blocking a means of egress in order to evacuate the building, fire extinguishers are available for employee use. **However, an employee's first duty is to evacuate safely as opposed to attempting to extinguish a fire.**

E. Employees must not return to their workstation until the BEC gives an All-Clear notification.

III Building Evacuations

A. Purpose

Building Evacuation shall be initiated if there is a fire, bomb threat or similar emergency within the building itself, which creates life-threatening or dangerous hazards to employees.

B. Evacuation Procedures

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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 the hallways.
 - b) If an employee detects a fire or smoke condition, the employee shall engage an alarm pull station to activate the building alarm, and shall then proceed with evacuation.
 - c) If the fire alarm system is inoperative, the BEC will notify employees:
 - (1) By the Public Address (PA) system; or
 - (2) By hand bell via the fire monitors.
 - d) If the fire alarm system is inoperative, any employee detecting a fire or smoke condition shall notify the monitor on that floor or ring the hand bell (located in the fire hose cabinet in the stairwell) and shall then proceed with evacuation.
 - e) Employees must not re-enter the building until the BEC gives the All-Clear notification.

2. Evacuation
 - a) Unless previously countermanded by the BEC or a member of Facilities Management, employees will immediately evacuate the building upon notification.
 - b) Employees will follow the exit route for the portion of the building they are currently occupying.

3. Assembly Area
 - a) Employees shall gather on sidewalk beside the Museum of Natural Sciences, located on the corner of Jones and Salisbury Streets.
 - b) Employees shall check in with their floor's monitor, and will let the monitor know of anyone who is (1) missing or (2) was not in the building.
 - c) Employees will remain in the Assembly Area until notified by the monitors that it is safe to re-enter the building.
 - d) Employees needing to leave the Assembly Area prior to the All-Clear notification will notify a monitor.

4. Notification to Emergency Services
 - a) If the fire alarm system is operable, it will notify the proper emergency services automatically.
 - b) If the fire alarm system is inoperable, the BEC will evacuate the building and then notify emergency services by dialing 733-4646 before assuming position at the corner of the building.

C. Evacuation Routes

1. Primary routes
 - a) Basement: Print Shop Section:
 - (1) Door to Salisbury Street Alleyway
 - (2) Alleyway to Salisbury
 - (3) Salisbury Street to Assembly Area
 - b) Basement: All others
 - (1) Door to Salisbury Street
 - (2) Salisbury Street to Assembly Area
 - c) First Floor: Human Resources and Legal Affairs
 - (1) Front Door to Edenton Street
 - (2) Edenton Street to Salisbury Street
 - (3) Salisbury Street to Assembly Area
 - d) All Others

- (1) Stairwell to Basement
- (2) Door to Large Alleyway
- (3) Alleyway to Salisbury Street Alleyway
- (4) Alleyway to Salisbury Street
- (5) Salisbury Street to Assembly Area

e) Secondary Routes

- (1) Basement: Print Shop
 - (a) Door to Large Alleyway
 - (b) Alleyway to Salisbury Street Alleyway
 - (c) Alleyway to Salisbury Street
 - (d) Salisbury Street to Assembly Area
- (2) Basement:
 - (a) Door to Stairwell
 - (b) Door to Large Alleyway
 - (c) Alleyway to Salisbury Street Alleyway
 - (d) Alleyway to Salisbury Street
 - (e) Salisbury Street to Assembly Area
- (3) All Others
 - (a) External Fire Escapes at end of each wing.
 - (b) Fire escapes to Alleyways
 - (c) Alleyways to Salisbury Street
 - (d) Salisbury Street to Assembly Area

D. Duties of the Receptionist

1. During evacuation, the receptionist will place one of the two signs on the front door stating "Fire Evacuation In Progress. Building Closed", or In- Building Emergency Evacuation In Progress Building Closed".
2. The receptionist will carry the evacuation kit to the Assembly Area for use by the floor monitors
3. The Evacuation Kit will include the following:
 - a) The two Evacuation Signs;
 - b) A copy of the Emergency Evacuation Procedures;
 - c) The Visitor's log-in sheet; and,
 - d) A list of emergency contacts.

E. Duties of the Floor Monitors

1. Upon activation of alarm, each monitor shall briefly check the offices to assure no one needs assistance in evacuating.
2. One monitor of each gender will check the bathrooms to assure that all persons have heard the alarm.
3. One monitor for each floor above the basement will remain in the stairwell until the last employee leaves, to be available to assist employees having difficulty navigating the stairs.
4. One monitor will carry the stretcher into the stairwell, to be available for evacuating persons with ambulatory disabilities.
5. One monitor for each floor shall gather the employees from that floor at the Assembly Area, and shall compile a list of employees who are unaccounted for.
6. One monitor will be chosen to carry the list of unaccounted-for persons to the BEC.
7. Once notified by the BEC, the monitors will notify their floors that it is safe to return to their workstation.

F. Duties of the BEC

1. Upon activation of alarm, the BEC will evacuate, then take position at the corner of Salisbury and

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- Edenton Streets, to await the emergency responders and to prevent persons from entering the building.
- 2. The monitors will bring the lists of unaccounted-for persons to the BEC.
- 3. The BEC will identify himself/herself and function to the authorities responding, and provide the list of persons unaccounted for.
- 4. The BEC will act as liaison between the responding authorities and the Building employees, but will not interfere with rescue or firefighting operations.
- 5. Once notified by the responding authorities, the BEC will give the All-Clear signal to the monitors.

I V . Employee Alarm System

- A . In the event that the building alarm system is nonfunctional, Facilities Management shall notify the BEC.
- B . The BEC or Facilities Management shall notify all employees that the alarm system is inoperable, via the public address system and/or by monitors.
- C . The BEC shall notify each monitor, who will prepare to ring his/her hand bell.
- D . If a fire or smoke condition is detected, one monitor on the fire floor shall ring the hand bell repeatedly in each hallway and shall then enter the stairwell. The second monitor shall ring their hand bell at the doors of each floor within the stairwell.
- E . Upon hearing a hand bell, the monitors shall ring their own hand bells repeatedly in each hallway to initiate evacuation of employees.
- F . Evacuation shall proceed as specified in Section II above.

V. Non-Emergency Evacuation

A . Purpose

Non-Emergency Evacuation will occur in the event that the building needs to be evacuated due to potential dangers which are:

- 1. Not immediate and life threatening; or
- 2. Do not involve the building itself

B . Evacuation Procedures

- 1. Notification
 - a) Any employee receiving notification that the building should be evacuated shall immediately notify the BEC.
 - b) The BEC shall initiate the evacuation by:
 - (1) Public Address System
 - (2) Verbal Notification to monitors
- 2. Employees will follow the evacuation route for the portion of the building they are occupying.
- 3. Employees shall assemble in the Assembly Area (III.B.3) or as directed by the BEC.

C. Evacuation Routes

- 1. Employees shall evacuate the building by the following routes:
 - a) Basement:
 - (1) Door to Salisbury Street
 - (2) Salisbury Street to Assembly Area
 - b) All Others:
 - (1) Stairwell to First Floor
 - (2) Front Door to Edenton Street
 - (3) Edenton Street to Salisbury Street
 - (4) Salisbury Street to Assembly Area

D. Duties of the Receptionist shall be the same as for Building Evacuation (III.D.)

E. Duties of the Floor Monitors

- 1. One monitor shall remain on the floor until all persons have evacuated, and shall briefly check each office to assure that evacuation is complete.

2. One monitor shall remain in the stairwell on their floor, to be available to assist employees in evacuation if necessary.
3. One monitor from the first floor will direct employees to exit through the lobby.
4. One monitor from the second floor will carry the stretcher into the stairwell, to be available to aid in evacuation if necessary.
5. One monitor of each gender shall check the bathrooms to assure that all employees are aware of the evacuation order.
6. The monitors, upon notification by the BEC, will notify employees when it is safe to re-enter the building.

F. Duties of the BEC shall be the same as for Building Evacuation (III.F.)

V I . Power Failure

- A . If an extended power failure occurs, the BEC and the monitors shall immediately gather in the lobby of the first floor. Monitors shall bring with them a flashlight and the hand bell.
- B . The BEC shall coordinate with Facilities Management and/or any emergency personnel to determine:
 1. Cause
 2. Duration
 3. Recommended Action.
- C. The monitors shall carry information to employees on each floor as dictated by the BEC.
- D . If the failure continues beyond 90 minutes, the emergency lights in the hallways and stairwell will fail. If failure of the emergency lights occurs, the BEC shall initiate a non-emergency evacuation.
- E. The BEC shall coordinate with the chief executive officer in the building to determine if employees should be allowed to leave work under administrative leave procedures.

V I I . In-Building Evacuation/Adverse Weather - Tornado or Hurricane

A . Purpose

In-Building Evacuation shall be initiated whenever an external danger--such as a tornado--requires evacuation of the upper floors but prohibits evacuation to the building exterior.

B . Evacuation Procedures

1. Notification - In the event that the conditions for the development of a tornado exist there will be two possible notifications. They are a tornado watch or a tornado warning.

Tornado Watch: A tornado watch means weather conditions exist that could produce a tornado. Employees should be alert for a possible tornado warning.

Tornado Warning: A tornado warning means a tornado sighting is confirmed and the “In-Building” Evacuation procedures are to be followed.

- a) The receptionist, BEC and alternates shall monitor the All-Weather Radio or other suitable source for notification of a Tornado Warning or similar warning affecting the building.
 - b) The receptionist, or any other employee becoming aware of any warning, shall immediately notify the BEC of the warning.
 - c) The BEC shall immediately notify the employees and/or the monitors.
 - d) If the PA system is inoperative, any employee detecting a warning should then verbally or electronically (by e-mail) notify co-workers.
2. Evacuation
 - a) All floors shall evacuate to the stairwell of the building with the fourth floor moving down one floor to avoid possible glass from the roof.
 3. Assemble Area

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- a) All employees shall gather in the interior stairwell.
- b) Employees shall make sure all doors are closed.
- c) Employees shall remain in the Assembly Area until the All-Clear notification is given by BEC.

C. Evacuation Routes

All floors –stairwell to basement.

D. Duties of the Receptionist

- 1. The receptionist shall monitor the All-Weather Radio or other suitable source.
- 2. Upon notice of evacuation, the receptionist shall place the “In-Building Evacuation In Progress – Building Closed” sign on the front door and shall lock the front door.
- 3. The receptionist shall bring the All-Weather Radio or other suitable source to the basement during evacuation.

E. Duties of the Monitors

- 1. Monitors shall assist employee evacuation and check the floors and bathrooms as designated in the Building Evacuation section (III.E.)
- 2. The basement monitors shall position themselves at the exterior exit doors to warn employees from leaving the building
- 3. One first floor monitor will take position in the stairwell at the door to the lobby to warn employees from leaving the building.

F. Duties of the BEC

- 1. The BEC will notify the floor monitors of a tornado watch and, in the event of a confirmed warning.
- 2. The BEC shall monitor the All-Weather Radio or other suitable source in the Assembly Area until the All-Clear warning is given.

VIII. Post-Evacuation Activities

- A. The BEC shall be responsible for coordinating with Facilities Management to reset the alarm.
- B. Within one week following the evacuation, whether by drill or necessity, the BEC shall meet with the monitors to determine strengths and weaknesses of the evacuation in practice.
- C. At the next committee meeting following each evacuation, whether by drill or necessity, the BEC shall meet with the Safety and Health Coordinator to discuss strengths, weaknesses, and needs of the emergency evacuation plan.
- D. The BEC, in conjunction with the Unit Safety and Health Committee that have offices in the building, shall make any changes in the plan deemed necessary.

IX. Drills

A. Fire Exit drills

- 1. At least two (2) unannounced fire exit drills using the primary alarm system shall be held each year.
- 2. At least one (1) unannounced fire exit drills using the secondary alarm system shall be held each year.
- 3. Drills shall be initiated by the BEC, who shall coordinate in advance with emergency response personnel.
- 4. Malfunctions of the alarm system resulting in the initiation of the alarm and the evacuation of the building may be counted as a required fire exit drill.

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5. All employees must participate in the drill, but employees who are determined by the monitors to be physically unable to easily negotiate the secondary evacuation routes may drill via the primary evacuation route.

B. In-Building Evacuation Drills

1. At least one (1) in-building evacuation drill shall be held at least once each year.
2. This drill may be held in coordination with the National Tornado Week drill.
3. Employees may be previously notified of this drill.

X. Training

A. Upon initial employment, and at least annually thereafter, supervisors shall provide for the training of new employees on the requirements of the Emergency Evacuation Plan.

1. Supervisors shall notify employees of any changes to the Emergency Evacuation Plans, and such any such changes shall be posted on the Employee Safety and Health website.

B. The Employee Safety and Health Steering Committee, in conjunction with the Unit Safety and Health Committees that have offices in the building, shall provide for training of the BEC and Alternate in their duties under the plan upon their appointment to the post.

C. The BEC shall train Monitors on the requirements of the plan and their duties therein