

1. Building Alert System

Use Worksheet #39 to complete this task.

All buildings should have systems in place to alert employees of emergency requirements to evacuate. Fire alarms and building PA systems are examples of alert systems.

2. Evacuation Routes and Exits

All buildings should have designated emergency routes and exits posted on each floor. Training should be provided to inform employees these emergency routes and exits.

3. Emergency Evacuation Personnel

Use Worksheet #40 to complete this task.

There are three parts to Worksheet #40. First, every organization should have an Emergency Call-In Number. In the event of COOP activation, the first order of business is to get information to employees about the status of the emergency. Provide all employees with an emergency call-in phone number and advise them that any recorded message will be kept current. For Worksheet #40, provide the phone number employees may call to determine the status of the emergency and how it affects them.

Second, the Emergency Response Team (ERT), and their alternates are regular employees who have been selected to ensure building evacuation is carried out as planned, evacuated building occupants are directed to assigned assembly points, and persons receive evacuation assistance as necessary. Each organization should designate a team of employees to perform the following functions in the event of a building evacuation:

- a. Maintain a current list of all occupants, including part time and student employees.
- b. Ensure area occupants leave the building when there is word of an emergency but building alarm didn't sound.
- c. Assist and/or direct occupants with limited mobility either to safe rooms or out of the building.
- d. Direct occupants to leave the building as soon as possible and go to assembly area.
- e. Using the occupant list, check off co-workers who safely reported to assembly point.
- f. Collect information on missing personnel known, or suspected to be still in the building. Report this to emergency responders.