

- g. Monitor corridors on all floors and ensure people are moving toward exits.
- h. Check restrooms to ensure they have been evacuated.
- i. Make sure fire doors on enclosed stairways and exits are closed and not blocked.

A building may have one or many emergency response teams, depending on the size and number of employees in the building. In the case of a large building that has many floors and employees, it may be necessary to have an emergency evacuation team for each floor.

Third, the plan must include an Employee Contact List. A person(s) from your Emergency Evacuation Team should be designated to develop and maintain an up-to-date employee contact list for all employees who work in the building. The list should be readily available on paper so it can be easily used during an emergency. This document should include the following information:

- The names of all employees who work in the building.
- The floor locations of all employees.
- Personal contact information for all employees, such as home addresses, cell phone numbers, and home phone numbers.
- Emergency contact numbers for all employees, such as cell phone numbers and home phone numbers of individuals who should be called in case an employee is injured, missing, etc.

4. Designated Assembly Area(s)

Use Worksheet # 41 to complete this task.

Building occupants should meet at a designated assembly area after evacuation so they can be accounted for. The assembly area(s) should be an open area away from the building and out of the way of responding emergency personnel. There may be more than one assembly area(s) depending on the size of the building and the location of the exits. Alternative assembly areas should be identified in the event the main assembly area(s) cannot be used.

5. Shelter-In-Place

Under some emergency circumstances, evacuating the building may not be the right choice. Deciding to not evacuate the building is referred to as "shelter-in-place." It is important to develop a shelter-in-place plan in the event that evacuating the building would be detrimental to health and safety of your employees. You should have a system of alerting your employees to shelter-in-place and not evacuate the building.