To Leave Or Not To Leave: Options in Facility Evacuation Planning

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Introductions

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Today’s Presentation

- Evacuate or Shelter in Place?
- Facility Evacuation Planning
  - Case Studies
  - Forming a Facility Safety Liaison Team/Committee
  - Civil Rights Considerations
  - Survey and Data Collection
  - Creating or Revising the Occupant Evacuation Plan
  - Education and Outreach
  - Testing, Training and Exercising Plan
  - Family/Household Preparedness Planning
Evacuation or Shelter-in-Place?

- Life safety is first consideration!
- Evacuation or Sheltering-in-Place is:
  - Hazard specific
  - Structure specific
  - Population specific
Evacuation or Shelter-in-Place?

Shelter-in-Place

- Promote personal preparedness at work and at home
- Communication - accessible internal and external messages
- Medical/health support
- Water and waste management
- Resources on site
- Areas of refuge
- Exercise the plan
Evacuation or Shelter in Place?

Evacuation

- Promote personal preparedness at work and at home
- Communication - accessible internal and external messages
- Accessible transportation
- Medical/health support
- Exercise the plan
Facility Evacuation Planning Case Study: Cook County Administration Building

- Fire broke out in a storage closet on the 12th floor at approximately 5 p.m. on October 17, 2003
- Six deaths
- Governor hired James Lee Witt Associates to investigate
Select Major Findings of Cook County Investigation

- No automatic fire sprinklers
- Inadequate search by Chicago Fire Department (CFD) to account for occupants in stairwells prior or during fire fighting operations
- Locked stairwells that prevented occupants from going back to safe floors
- Inadequate evacuation training of building staff and occupants
Behavioral Study: Overall Results

- 85% of occupants had fire training but only 20% of occupants understood the phased evacuation plan
- 48% did not understand that stairway doors would lock behind them
- 74% heard fire alarm; 26% did not
Behavioral Study: Fire Drills

- 12% said they “always” evacuated to the ground floor during drills
- 4% “usually”
- 48% “sometimes”
- 36% said they “never” evacuated to the first floor; six who responded said they never did because of mobility issues
Case Study: OSHA Office Evacuation

- World Trade Center OSHA Office Evacuation
  - August 2001 - OSHA staff evacuation drill
  - Sept. 11, 2001 - WTC North Tower hit
    - Assistant Area Director orders evacuation
    - Employees help co-worker in wheelchair into freight elevator used during drill
    - Group descends to basement and escaped through garage
    - Group moves away from site and North Tower collapses
Facility Safety Liaison Team/Committee

- Stakeholders
- Create a work plan and timeline
- Create Subcommittees as appropriate
  - Survey and Data Collection
  - Plan Writing
Civil Rights Considerations

- Occupant Emergency Plan must comply with DoL Occupational Safety and Health Administration regulations
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*
- Americans with Disabilities Act (ADA)
- Architectural Barriers Act
Civil Rights Considerations

- Rehabilitation Act of 1973
  - Section 501
  - Section 504
  - Section 508
- Uniform Federal Accessibility Standards (UFAS)
- Limited English Proficiency
  - 1964 Civil Rights Act (Title VI)
  - Executive Order 13166, Improving Access to Services for Person with Limited English Proficiency
- State and Local Guidance
Survey and Data Collection

- Facility Information
  - Risks and hazards
  - Trained staff and back-ups
  - Visitor and Employee Accountability
  - Government-owned and commercially owned buildings considerations
  - Coordinate with adjacent facilities
Survey and Data Collection

- Employee/Occupant Survey
  - Knowledge and understanding about evacuation procedures
  - Participation in previous drills or training
  - Determine if additional assistance is needed
  - Assess communication needs
Creating or Revising the Occupant Evacuation Plan

- Evaluate survey and data collected
- Meet with local first responders and other safety personnel to review information and confirm evacuation and shelter in place procedures
- Revise current plan or create new plan
Education and Outreach

- Educate, Remind and Interrupt Occupants
  - Plan Checklist
  - Wallet Cards
  - Personal stories
  - Emails, text messages
  - Contests
  - Newsletters, among many others
Testing, Training and Exercises

- Train to the plan
- Test alarms and public address systems
- Conduct evacuation and shelter-in-place exercises
- After Action Report
“Work the Plan”

- Planning is a journey. Work does not end with the development and implementation of a plan
  - Distribution and Communication
  - Revising and Updating
    - Establish review cycle (coordinate with budget cycle)
    - Update plans with changes (moves, new systems, employee turnover)
Family/Household Planning

- Employees should develop their own preparedness plans
- Emergency supplies
  - Three days of food and water
  - First aid kit and flashlights
  - Emergency phone numbers
  - Extra prescriptions and other personal necessities
  - If needed, supplies for the elderly, individuals with disabilities or health conditions, and pets
Resources

- **Preparing the Workplace for Everyone: Accounting for the Needs of People with Disabilities** [www.dol.gov/odep](http://www.dol.gov/odep)
- **Family/Household Preparedness Planning** [www.ready.gov](http://www.ready.gov)
- **Preparing for Disaster for People with Disabilities and other Special Needs** [www.fema.gov](http://www.fema.gov) or [www.redcross.org](http://www.redcross.org)
Questions?