



# 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 12<sup>th</sup> 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
  - ▶ 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)
- ▶ *Emergency Management Planning Guide for Special Needs Populations* [www.fema.gov](http://www.fema.gov)
- ▶ *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?

