

CHAPTER NAME

Evacuation Plan Training

Assign Evacuation Buddy



Know and understand who is in the office area and their needs

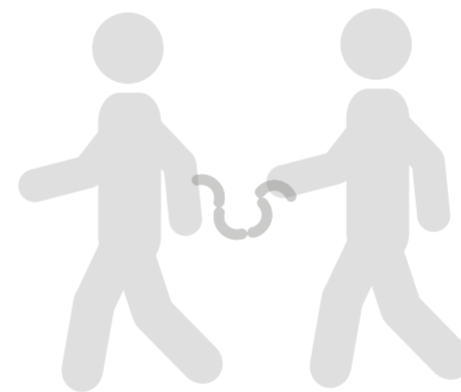


Provide personal cell-phone directory for all staff



Make sure all staff members know the address and floor if they ever need to report a fire

Train staff on how to complete lifts, use Evac-Chair, be a sighted guide



Identify Floor Warden and Assistant Floor Warden to be in charge and assist with emergency

Identify where the emergency exits, stairs, fire alarms, and fire extinguishers are located on the building floor

Identify meeting spot and how everyone is accounted for once they are outside (role call, staff list, etc.)

Practice Emergency Evacuation Plan 1-2 per year and document

CHAPTER NAME

Evacuation Plan

What do I do in an emergency?



Notify 911 if necessary

Pull fire alarm or use fire extinguisher if necessary



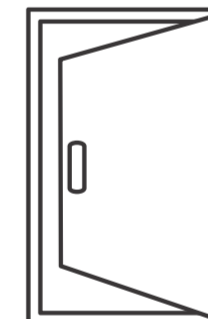
Gather important belongings (keys, ID, phone)

Find your evacuation buddy



Listen for any further directions from Floor Warden or Assistant Floor Warden

Leave office; last person shut the door behind them



Locate staircase out of harm's way and descend

Find Office Meeting Spot and wait for Floor Warden or Assistant Floor Warden



Make sure you are visible and accounted for during roll call

Wait for authorities for further directions



Emergency Evacuation Checklist

Staff Member completing checklist: _____ Date/Time: _____

Pull alarm, utilize fire extinguisher, and call 911 if necessary

Notify staff there is an emergency and evacuate

Make sure staff with unique needs are able to evacuate with proper assistance

Sweep entire office to make sure everyone is out

Retrieve Emergency clipboard

Close office door behind

Assist any staff member if necessary while descending

Begin roll call at meeting spot

If anyone is missing:

Call cellphone immediately

Notify authorities someone is missing from group

Evacuation Buddies

In an emergency, please find your Evacuation Buddy and go to the designated meeting spot.
If your Evacuation Buddy is absent or acting as a Floor Warden, please join another group.

Buddy Group #1

Buddy Group #5

Buddy Group #2

Buddy Group #6

Buddy Group #3

Buddy Group #7

Buddy Group #4

Buddy Group #8

Floor Warden Chain of Command

This chain of command represents who will be the Floor Warden responsible for completing the Evacuation Checklist. The Assistant Floor Warden may assist with any duties assigned by the Floor Warden. If a staff member is not present, the next person is responsible for completing the Evacuation Checklist.

Evacuation Roll Call

Staff Member completing roll call: _____ Date/Time: _____

Staff Member	Roll Call	Cell Phone	Emergency Contact	Emergency Contact Phone Number

