



Main Office Evacuation & Emergency Procedures

Policy:

Please refer to the agency Safety Policy.

Oregon Occupational Safety and Health

OAR 437, Division 2, Subdivision E, Means of Egress

Oregon Fire Code Chapter 4, Emergency Planning and Preparedness

Purpose/Scope:

This procedure provides instructions on evacuating the main office buildings when there is an emergency in a building such as a fire, structural hazard, hazardous materials incident or bomb threat.

Applicability:

This procedure applies to all staff, occupants and visitors in the “Red” and “Blue” buildings on Beall Lane.

I. Evacuation Definitions:

Incident Commander - The Incident Commander is responsible for assessing the situation to determine whether an emergency exists requiring activation of emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of operations if necessary. The Incident Commander for the Main Office complex is the Fiscal Director. Alternate chain of command is the Safety Resource Manager, Fiscal Director, Business Services Manager and the Human Resources Director, as they available. The Incident Commander wears an orange vest. When emergency officials, such as the local fire department, respond to the emergency, they will assume Incident Command and responsibility for the safety of building occupants and property.

Fire Warden – A designated staff person and an alternate in each main office building whose responsibilities are to coordinate drills and usher everyone out of the building in the event of a fire or other safety threat. Wardens also perform an area sweep to make sure everyone has evacuated, complete accountability at the assembly site, and assist the Safety Resource Officer with other assigned duties

Evacuation – Leaving the office building you are in by the nearest exit immediately when an alarm sounds or when you are instructed to do so verbally or by a public address announcement by agency staff.

Assembly Area – BOTH buildings will evacuate to the treed buffer strip between Beall Lane and the north parking lot. Movement within the buffer strip or to another safer area will be initiated by the Incident Commander.

Accountability – The process by which the Fire Warden accounts for every staff member from each building at the evacuation assembly area.

Hotwash – A critique held immediately after an evacuation or drill between the Incident Commander, Fire Wardens and Safety Resource Officer to review what transpired, develop corrective actions and lessons learned to effect process improvements.

II. Procedure

1. All evacuations will be signaled by an alarm. If you detect a fire or other emergency requiring evacuation, immediately trigger the fire alarm. To set off the alarm, go to the control panel near the main entrance in the blue building or behind the reception desk in the red building and push the “7” and “C” buttons at the same time. The alarm will sound in BOTH buildings at the same time. Evacuate, then call 911. Staff will not attempt to put a fire out prior to triggering the alarm. Any staff member that has fire extinguisher training may attempt to extinguish a small fire **after** the alarm has been triggered.
2. When you hear an alarm, quickly grab your personal belongings and leave. Do not close any doors. They may be locked and this will prohibit the Fire Warden or responder from ensuring the room is empty. After sweeping the area, the Fire Warden will close doors.
3. You may not know the location of a fire or safety threat, so be alert as you move to exit through the nearest door. You may have to use a different exit if the nearest is not safe due to the location of the emergency. The building Fire Warden will help in guiding everyone to safe exits.
4. When an emergency exists or a drill is conducted, BOTH red and blue building occupants will always evacuate immediately to the assembly area. Staff will take visitors with them. Nearby staff will assist people with disabilities if necessary.
5. An account of all staff must occur at the assembly area by the Fire Wardens before anyone leaves. Do not leave the area to get into personal vehicles. Stay out of the parking lot and entrance ways as response vehicles will be using them. The Fire Wardens for each building will take attendance. Fire Wardens and our Incident Commander will immediately inform fire officials about any areas they were unable to sweep due to hazardous conditions and of the possibility of any people still in the buildings.
6. If there is an actual fire and the Incident Commander determines the assembly area is not safe, that person will direct movement to an alternate location.

7. Our agency Incident Commander will make the decision to return to the building if the evacuation was a drill. The Fire Department Incident Commander will make the decision if there was an actual fire.
8. If there is an actual fire, our Incident Commander in consultation with other Senior management staff will make continuity of operations decisions.
9. After a drill, the Fire Wardens, the Incident Commander and the Safety Resource Officer will meet to complete a hotwash to evaluate the activity and identify opportunities for improvement.

III. Lock Down

In the event of a situation warranting a lockdown, main office staff will be informed using the phone intercom system. Anyone can initiate a lockdown if a potentially dangerous individual is observed. Using the Keypad on your desk phone, press X and then 71 to announce in plain language that Lockdown is necessary and why. For example, if an agitated individual is wandering around the parking lot, the announcement could be: *"Announcement everyone: An unsafe individual is in the parking lot, 911 has been called, lockdown is advised until police give further notice"*.

If time allows, an additional notification will be sent via email, text message, and phone sent to main office staff via school messenger by the Emergency Notification People (ENP). ENP will send an additional message when the lockdown ends.

Any staff member may initiate a lock down. Primary reasons for a lockdown include:

- Seeing an individual in the parking lot with a gun;
- An aggressive or unstable individual observed in the parking lot;
- An individual with a restraining order or no trespass order observed on the premises.