## Building Evacuation Plan Program

**What you will need:**

* Blueprint/Floor Plan of Building
* FRS Family Radio Systems(FRS)(2 way radios)
* Safety Team Vests (Orange)
* Safety Team Hard Hats (White) Leaders in Green
* Clipboards for (PAR) Personnel Accountability Reports
* Signs, Paint, Marking Items
* Evacuation Signal (Horn, Siren, Noise, Keyword)

**How to Start:**

**FIRST-** The first step is to make a safety team and have regular quarterly meetings to discuss items that are safety concerns. The following positions should be appointed or designated:

***Safety Team Captain***– This person is responsible for all of the safety concerns of the facility and should be a member of management that is authorized to make decisions and or changes.

***Safety Team leaders* -** This should be a person who has been with your company for over a period of at least a year and knows all of your company’s operations, as well as, the building layout. There may be more than one Safety Team Leader in your organization.

**SECOND** – The second part of the system is accountability. We, in the fire service call this a PAR or Personnel Accountability Report; Accountability is the most critical phase of this project. Based on what you report to the fire department command personnel will affect the entire operation.

**ACCOUNTABILITY** - Clipboards or some other method of accountability should be established. This may not be necessary if you have a small staff of less than (5) but very necessary if you have a large staff. In this process the employee would sign in to an area when he reported to work in the area and would sign out when they left.

**(THIS IS CRITICAL)**

***THIS IS THE MOST IMPORTANT PART OF THE SYSTEM. IF YOU DON’T KNOW WHERE YOUR EMPLOYEES ARE THE FIRE DEPARTMENT ENDS UP SEARCHING THE ENTIRE BUILDING*.**

**THIRD** - Using the Blueprints/Plans that you have (they could be hand sketches or drawings) you need to:

* Show all exit points of the building
* Make sure the path to EXIT is well lit by regular lighting as well as, emergency lighting.
* Depending on the number of exits you utilize you will need to make “Rally Points” outside of the building at least 100’ away from the building and establish these as safe zones.
* The Primary “Rally Point” should be in the front address side of the structure. This is also where the “Safety Team Leader” should reside in the event of an emergency.
* Permanently mark these safe zones. (We would suggest metal signs.)
* Quadrant the building into zones and set up accountability for the employees in the areas. You would be tracking only that the employee reported to the quadrant that day and that the employee signed out when he/she left for the end of the day.

### FOURTH –

At each exit to a rally point you could have a box by the exit point that would contain:

* Safety Vests (1) For the Safety Team Leader
* (1) White Hard Hat for the Safety Team Leader
* FRS Two Way Radio
* Spare Batteries
* LED Flashlight.
* PAR Reports for who was at work on duty at the quadrant that day.

**THE SYSTEM** – The system works on the basis that in the event of an emergency the

**Safety Team Leader** completes the following tasks:

1. Sounds an **“EVACUATION SIGNAL”** and assures that all the affected employees in the area hears and obeys the signal.
2. Assists the evacuation process of all employees.
3. Secures the needed items from the evacuation box and accounts for all employees present.
4. Makes contact with the **“Safety Team Captain”** via FRS 2way radio and notifies that they have all personnel present and accounted for. Also notifies “Safety Team Captain” of any additional personnel.
5. Coordinates the movement of the “Rally Point” to the main rally point.

The **“Safety Team Captain”** is responsible for the following:

1. Assists the evacuation process of all employees
2. Secures the needed items from the evacuation box and accounts for all employees present. This is from all “Rally Points”.
3. Makes contact with the Fire Department Deputy Chief or First Fire Department Officer on Scene (White or Red Helmet) that all personnel are present or that we have a PAR.
4. If an employee is missing a radio communication shall take place between all rally points to determine where the employee was last seen. This information is relayed to the fire department command personnel.
5. Making sure all employees are in a secure environment after the accountability process is complete. This may include: Rest Rooms, Warm Area, Cool Area, Drinks, Food, Ect. This may be worked out with a neighboring business.

We at the Miami Valley Fire District hope this document helps you “Get Started” and is intended for “ideas” that are tested and work.

If we can be of assistance please do not hesitate to call us. We would be glad to stage a mock event and let your employees walk through the event.



Lieutenant Dale Fahrney

#### Remember if you “Can’t come out” “We’re coming in”