

Emergency Evacuation Team Training

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Transwestern

Emergency Evacuation Plan

- **Designed Specifically for the Building**
- **Provides an Organization Chart**
- **Outlines the Role and Responsibility of Each Team Members**
- **Identified Evacuation Routes**
- **Identifies a Gathering Area for Evacuees**

Why Is This Important?



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1993 WTC Bombing

- **Over 6 hours to evacuate**
 - **Poor visibility**
 - **Occupants untrained**
 - **Occupants failed to leave initially when alarm sounded**
- **As a result of this event changes were initiated**
 - **Plans Developed**
 - **Drills Conducted**
 - **Back-up systems were put in place**

Smoke

- ▣ Carbon monoxide, hydrogen cyanide, and carbon dioxide are the most common narcotic gasses found in smoke
- ▣ 75% of all U.S. fire deaths are due to the inhalation of smoke¹
- ▣ 66% of all of these deaths occur outside the fire origin room¹



¹ National Fire Administration

Doors



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Storage

- ▣ Storage must not limit the use of exits, stairways, or areas normally used for the safe egress of people
- ▣ In office occupancies:
 - Storage prohibited except that which is required for maintenance and operation of equipment
 - Storage must be in:
 - ▣ closed metal containers inside a storage cabinet, or
 - ▣ safety cans, or
 - ▣ an inside storage room



Why Is This Important?

- **Emergencies are unplanned events that impact our lives every day.**
- **Our ability to handle these events impact whether people safely and successfully evacuate the building.**
- **Your safety and the safety of your co-workers depends on your participation!**

Roles and Responsibilities

- Floor Guardian
- Assistant Floor Guardians
- Chair Team
- Accountability Officer
- Assembly Area Monitor



Floor Guardian



**Please evacuate
immediately!**



Floor Guardian

- Coordinates the evacuation of occupants from their assigned floor.
- Provided a report upon exit from the building to the Accountability Officer.
 - Location and presence of any impaired person(s) and or monitors remaining in stairwells.
 - Any smoke or fire conditions on their floor.
 - Anyone remaining in their work area.

Assistant Floor Guardian

- Assists with the evacuation of occupants on the floor (assigned half a floor).
 - Directs persons to the closest exit.
 - Ensures that individuals have left their offices.
- Performs the Floor Guardians responsibilities in their absence.

Exit (Stairwell) Monitor

- Coordinates the flow of evacuees into the stairwell or through the exit.
- In the event the exit is unsafe he/she will direct the occupants to the next closest exit.
- Once all evacuees have entered the stairwell he/she will report to the Floor Guardian in proximity to the Accountability Officer.

Impaired Person Monitor



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Impaired Person Monitor



Impaired Person Monitor

- Responsible for one impaired person.
- Responsible to go to the location of the impaired person and escort them to the closest stairwell.
- If immediate evacuation is necessary then an exit monitor will assist within his/her abilities.

Impaired Person Monitor

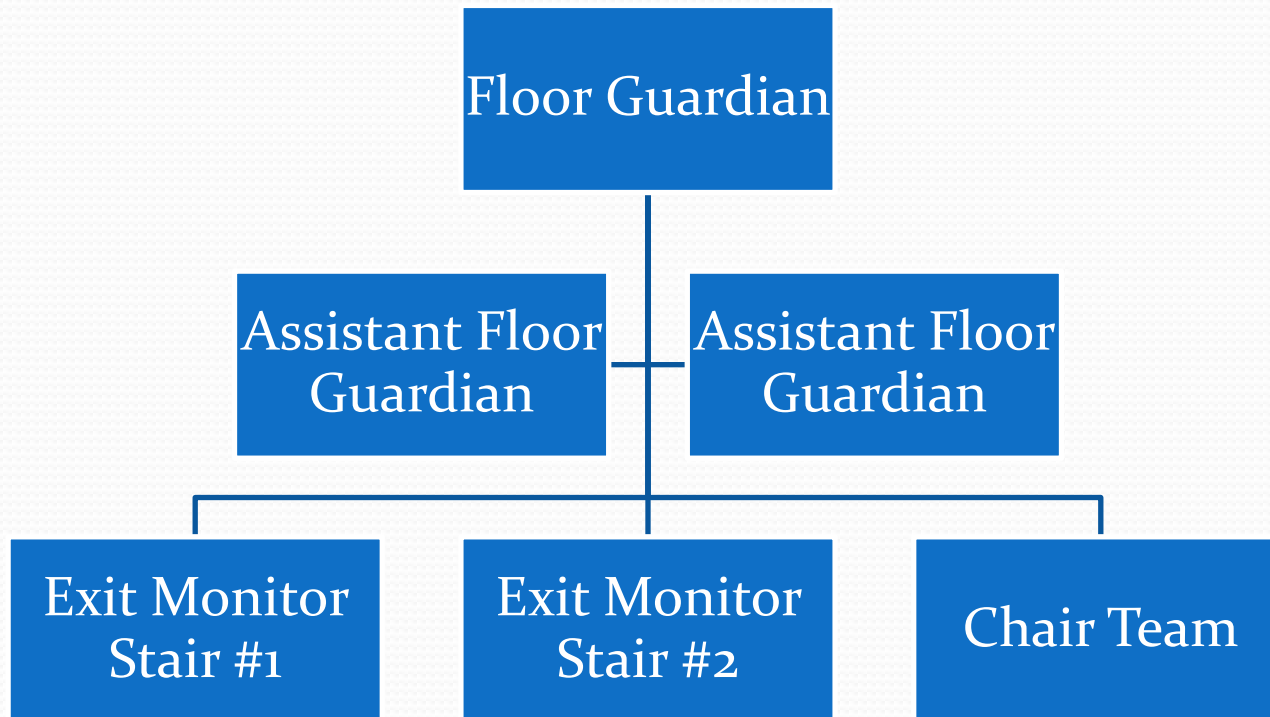


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Evac chair



Typical Floor Organization

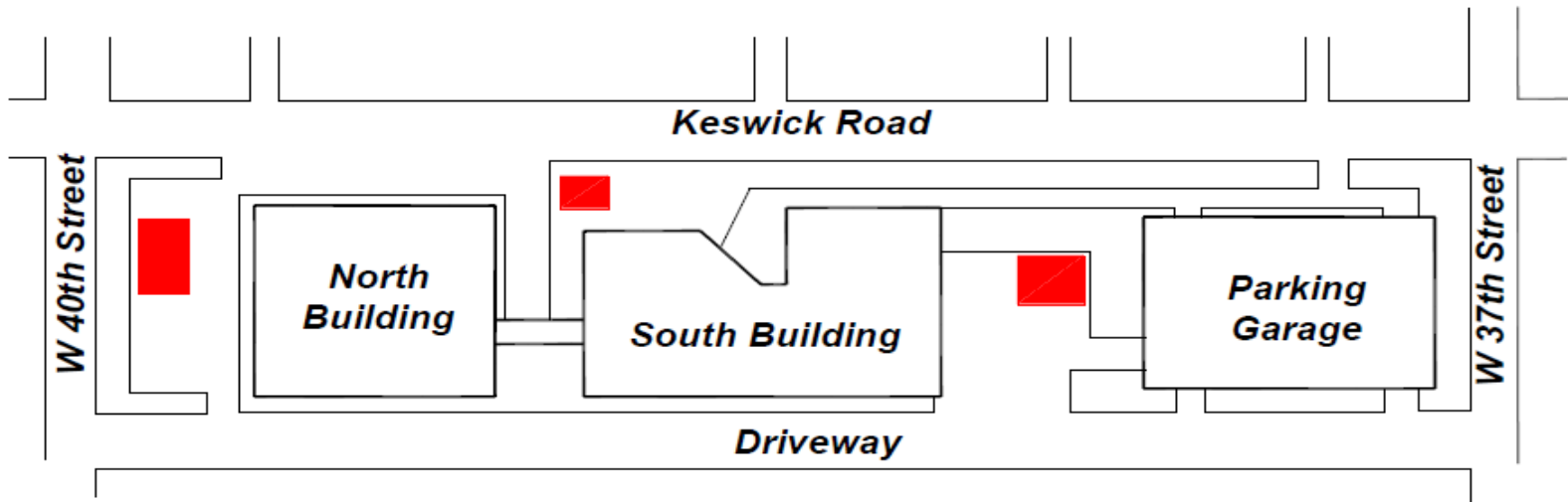


Challenges to Success

- **Immobility**
- **Fire and Smoke Conditions**
- **Uncooperative individuals**
- **Chaos**
- **Keeping the Team current**



Emergency Evacuation Plan Assembly Area Map



LEGEND

In the event of a fire, go to the closest fire exit and leave the building immediately.

Do not use an elevator.

Call 911 once you have safely arrived at the designated fire evacuation assembly area.



Assembly Area

The Next Step...

- **Get together with the Team on your floor**
- **Identify your area of responsibility**
- **Educate the occupants in your area**
- **Conduct a walk through of and discuss your task**

Emergency Evacuation Team Training

Thank you for participating in this
training program!