

**OEDM**  
2007 Career Development

**Emergency Planning & Evacuation Drills**





**Emergency Plans**  
*10.9.2\* Plan Requirements*

**Part V-sec.10.9**  
General Fire Safety  
**Emergency plans** shall be provided as required by  
**Chapter 20**  
Occupancy Fire Safety





**Fire Drills**

**10.6** Emergency egress and relocation drills conforming to the provisions of the CFSC shall be conducted as specified by the provisions of Chapter 20.





**10.6\* Fire Drills**

- ◆ Where Required
- ◆ Drill Frequency
- ◆ Competency
- ◆ Orderly Evacuation
- ◆ Simulated Conditions
- ◆ Relocation Area

**Crowd Managers**

**20.1.4.5** In assembly occupancies having occupant loads exceeding 1000, trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager/supervisor for every 250 occupants. *(there are two exceptions)*



**Drills**

**20.1.4.6** The employees or attendants of assembly occupancies shall be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting.





## 20.2 Educational Occupancies including Education Group E

CFSC Guide Book Part V

- Educational Occupancies Existing
- New Group E



## Emergency Egress and Relocation Drills

(1) Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.



## Emergency Evacuation Drills

20.2.3.1.3 All emergency and relocation drill alarms shall be sounded on the fire alarm system.



## Emergency Evacuation Drills

### 20.2.3.1.4

Emergency evacuation drills shall be conducted at different hours of the day or evening, during the change of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.



## 20.3.3 Day-Care Homes, including those considered Institutional Group I-4.

### Emergency Egress and Relocation Drills

Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.



## 20.4 Health Care Occupancies, including Institutional Group I-2

### Evacuation and Relocation Plan and Fire Drills.

Not less than one emergency egress and relocation drill shall be conducted every month the facility is in session.





## Evacuation and Relocation Plan and Fire Drills

20.4.2.1. All employees shall be periodically instructed and kept informed with respect to their duties under the plan.



## Evacuation and Relocation Plan and Fire Drills

- ◆ Drills shall be conducted quarterly...
- ◆ A coded announcement shall be permitted to be used...



## Procedure in Case of Fire

### Protection of Patient...

the proper protection of patients shall require the prompt and effective response of health care personnel



## Staff Response

All health care occupancy personnel shall be instructed in the use of and response to fire alarms.



## Fire Safety Plan

A written health care occupancy fire safety plan shall be provided.



## Residential Board and Care Occupancies

Including Residential Group R-4 and Institutional Group I-1

- ◆ Emergency Plan
- ◆ Resident Training
- ◆ Emergency Egress and Relocation Drills



### Ambulatory Health Care Centers, including Business Group B

- ♦ **Evacuation and Relocation Plan and Fire Drills...**
- written copies of a plan for the protection of all persons in the event of fire shall be made available to all supervisory personnel, for their evacuation to areas of refuge, and for their evacuation from the building when necessary.



### Ambulatory Health Care Centers, including Business Group B

- ♦ **Proper protection protection of patients...**
- shall require the prompt and effective response of ambulatory health care personnel.



### Fire Safety Plan Ambulatory Health Care Centers, including Business Group B

- A written fire safety plan shall include eight elements:**
- ♦ Use of alarms
  - ♦ Transmission of alarm
  - ♦ Response to alarms
  - ♦ Isolation
  - ♦ Evacuation
  - ♦ Evacuation
  - ♦ Preparation
  - ♦ Extinguishment



### Staff Response Ambulatory Health Care Centers, including Business Group B

- All personnel shall be instructed...**
1. response to fire alarms
  2. use of the code phrase
  3. aid of an endangered person
  4. malfunction of fire alarm system



### Detention and Correctional Occupancies, including Institutional Group I-3

- ♦ Attendants
- ♦ Evacuation Plan
- ♦ Fire Drills



### Hotels, and Dormitories including Residential Group R-1 and B and B

**Hotel Emergency Organization...**

- ♦ Employees of hotels shall be instructed and drilled in the duties they are to perform in the event of fire, panic, or other emergency.





## Emergency Duties Hotels, and Dormitories including Residential Group R-1 and B and B

Upon discovery of a fire, employees shall carry out the following duties:

- (1) Activate the facility fire protection signaling system, if provided
- (2) Notify the public fire department
- (3) Take other action as previously instructed



## Apartment Buildings & Dormitories, *including Residential Group R-2*

- ◆ Emergency Instructions for Residents of Apartment Buildings
- ◆ Drills in Dormitories



## Mercantile Occupancies, *including Mercantile Group M*

- ◆ In every Class A or Class B mercantile occupancy, employees shall be periodically trained in accordance with Section 10.6



## Mercantile Occupancies, *including Mercantile Group M*

### Covered Mall Buildings

- ◆ **Lease Plan.** A lease plan shall be prepared for each covered mall building



## Business Occupancies, *including Business Group B*

### Drills are required -

- ◆ In all business occupancy buildings occupied by more than 500 persons, or by more than 100 persons above or below the street level



## Industrial Occupancies, *including Factory Industrial Groups F-1 and F-2*

### Emergency Drills -

- ◆ Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.



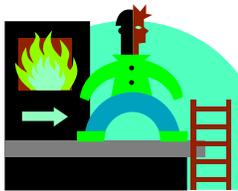
## Storage Occupancies, including Storage Groups S-1 and S-2

Emergency Plan and Employee Training is Required.

## NFPA Employee Evacuation



### LIFE SAFETY TEAM PROCEDURES HIGH RISE BUILDINGS



## PSYCHOLOGICAL REACTIONS **PANIC!!!**

In a fire situation, human behavior is as complex as in all other areas of life, but the behavior that the press reports is not what is being noted upon analysis of an incident. **"PANIC"** accounts for **less than 5%** of the reactions to an incident and frequently, what is considered to be a "panic situation" is actually one of confusion, occasioned by not knowing what to do or how to behave.



## Behavior during an emergency falls into four categories.

- ◆ AVOIDANCE –
- ◆ COMMITMENT –
- ◆ AFFILIATION –
- ◆ ROLE -



There are other factors that can affect an evacuation that we must keep in mind.

- ◆ **CHILDREN** - *always leave as a group and walk at the pace of the slowest child.*
- ◆ **NORMAL TRAFFIC PATTERNS** – *will determined the choice of many people for an evacuation route.*
- ◆ **TIME** - *We must keep the reality of time pressure foremost.*



### Behavior during an emergency continued...

The safe evacuation of a public building in an emergency requires the user to engage in rapid and appropriate decision-making under stressful conditions.



### Behavior during an emergency continued...

When an emergency occurs in a public building and an evacuation is required, it is expected that users will move quickly towards an area of safety.



### Behavior during an emergency continued...

An emergency, such as a fire evacuation in a public building can be conceptualized in terms of problem solving and decision making.



### Problem solving involves four cognitive stages.

- ◆ The **FIRST** stage is *understanding the problem*.
- ◆ The **SECOND** stage is *developing a plan*.
- ◆ The **SECOND** stage is *developing a plan*.
- ◆ The **FOURTH** stage is *looking back*.

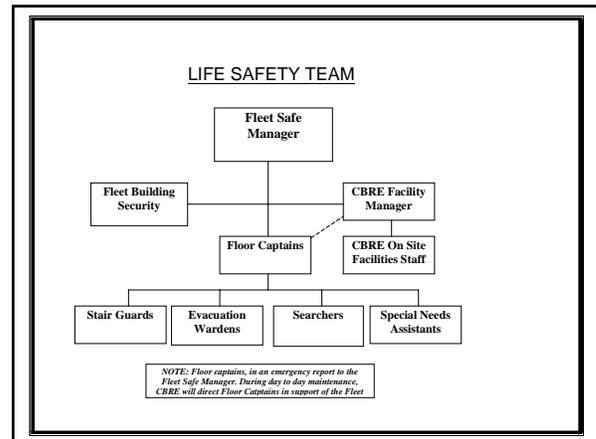


### LIFE SAFETY TEAM PROCEDURES for HIGH RISE BUILDINGS

- This program is not intended to cover all situations or emergencies which may arise.
- It is intended to serve as the primary direction in emergency situations.
- Employees have to exercise their discretion, judgment and intelligence in dealing with emergencies.

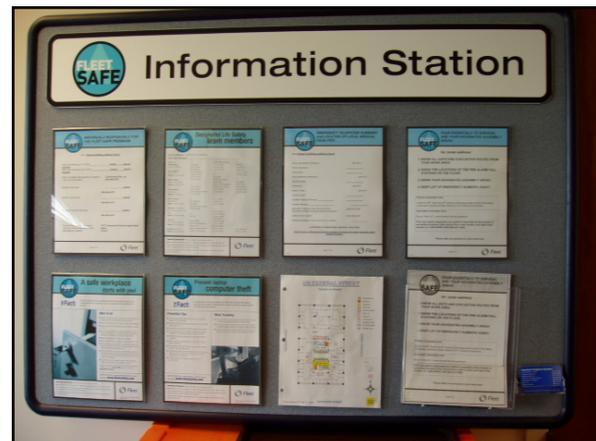
### The Life Safety Team consists of:

- Fleet Safe Manager/Alternates
- Floor Captains/Alternates
- Evacuation Wardens
- Searchers
- Stair guards



### As a member of the Life Safety Team you need to know the following:

- POSTED EMERGENCY FLOOR PLAN FOR YOUR AREA.
- ALL EXITS ON YOUR FLOOR.
- DESIGNATED ASSEMBLY AREAS.
- THE FIRE ALARM PULL STATIONS ON YOUR FLOOR AND HOW TO USE THEM.
- EMERGENCY PHONE NUMBERS.
- THE OTHER MEMBERS OF THE EVACUATION TEAM.
- SPECIAL NEEDS EMPLOYEES THAT MAY NEED ASSISTANCE DURING AN EVACUATION



### FIVE MOST COMMON CATEGORIES OF EMERGENCIES:

- FIRE
- MEDICAL EMERGENCY
- HAZARDOUS MATERIALS SPILLS
- ODOR OF GAS OR GAS LEAK
- BOMB THREAT

### FIRE

#### **If there is a fire or smoke condition on your floor:**

1. Immediately notify all building occupants and local Fire Department by activating the nearest fire alarm pull station.
2. When an evacuation signal is sounded, follow instructions given over voice evacuation system. Some buildings use horns/strobes for an evacuation signal.
3. Designated Life Safety Team Members will direct evacuation.
4. Proceed to down stair tower, then to pre-determined floor or area of congregation.
5. Report Fire Alarm to the Fleet Security Operations Center as soon as possible (800-233-3236)

### MEDICAL EMERGENCY

If you are alerted to a medical emergency on your floor, follow these steps:

1. If you are by yourself, go immediately to step #3,
2. If there is someone in your immediate area (within shouting distance) alert them to the problem, request their assistance and go to step #3 while they provide aid and comfort.
3. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - Your full name including the street address, city and state and the telephone number where you can be reached.

- The location of the injured person's (as specific as possible).
  - The type of injury (e.g., cut, burn, severity of illness/injury).
  - Any other pertinent information.
4. Stay on the line until you are sure the receiving party understands and until that party breaks the connection.
  5. Notify SOC (1-800-233-3236), provide the same information as above.
  6. Notify Building Security (if present in your facility) so that they may guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
  7. Notify a Department Manager or Designee in the area.

### HAZARDOUS MATERIALS SPILLS

*If you are alerted to a hazardous spill on your floor, follow these steps:*

1. STOP- DO NOT APPROACH! Assess from a safe distance.
2. Note location and size of spill.
3. No one should attempt to clean up the spill.
4. Direct all employees to a safe location.
5. Contact SOC (1-800-233-3236).
6. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

### HAZARDOUS MATERIALS SPILLS contd.

7. Notify a Department Manager or Designee in the area.
8. Fire Department, Security and Facilities Management will immediately be notified by the Operations Center.
9. Direct emergency response to the chemical spill.

*NOTE: Response to a chemical spill requires special training and special equipment. Unless so trained or equipped, employees will limit their efforts to the protection of property, and evacuation (if necessary).*

### ODOR OF GAS OR GAS LEAK

*If you are alerted to an odor or leak of gas on your floor, follow these steps:*

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - ◆ Speak clearly and slowly, giving:
  - ◆ Your full name including the street address, city and state and the telephone number where you can be reached.
  - ◆ The location of the odor or gas leak
  - ◆ Any other pertinent information.

### ODOR OF GAS OR GAS LEAK contd.

2. Contact SOC (1-800-233-3236).
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
4. If a gas odor or unusual odor is confirmed by the Fire Department then the Fleet Safe Manager, Security and Facilities Management will immediately be notified.
5. If an emergency evacuation is ordered the evacuation is treated the same as a fire evacuation.

## BOMB THREAT

*If you receive a bomb threat see Appendix I for specific protocol.*

- ♦ The decision to evacuate will be as per Fleet policy and/or by the direction of the on scene emergency response personnel.
- ♦ Bomb evacuations are the same as fire evacuations; once a decision has been made to evacuate pull the nearest fire alarm pull station and leave the building.
- ♦ If a suspicious device is found do not touch it, immediately report it to security or law enforcement.

## ALL OTHER EMERGENCIES

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - Speak clearly and slowly, giving:
  - Your full name including the street address, city and state and the telephone number where you can be reached.
  - The location of the odor or gas leak.
  - Any other pertinent information.
2. Contact SOC (1-800-233-3236).
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

## EVACUATION RESPONSIBILITIES

### FLEET SAFE MANAGER

- ♦ Act as the Fleet executive at the scene, assuming responsibility for Fleet decisions and employee direction
- ♦ Conduct incident assessment, escalation and communication
- ♦ Coordinate the management of emergency situations, with Facilities, Security, Emergency Response Personnel, and Floor Captains to conduct incident
- ♦ Coordinate the management of emergency situations, with Facilities, Security, Emergency Response Personnel, and Floor Captains to conduct incident assessment, escalation and communication.
- ♦ The Fleet Safe Manager is responsible for communication, as soon as possible, to employees, LOB Heads and Crisis Management and SOC of any incident that has the potential to impact Fleet.

## EVACUATION RESPONSIBILITIES contd.

- Specifically, Crisis Management will be called any time that an evacuation or business interruption exceeds or is anticipated to exceed thirty (30) minutes.
- Once clearance received from Emergency Response Personnel, makes business determination on facility re-entry, based upon advice from facilities and security.

## FLEET SAFE MANAGER

### ***In the Event of an Emergency Evacuation the Fleet Safe Manager will:***

- ♦ Evacuate to (ENTER A SPECIFIC LOCATION FOR THE BUILDING)
- ♦ Receives roll call from Floor captains and give status to Emergency Response Personnel.
- ♦ Provide all known information to Emergency Response Personnel arriving on the scene.
- ♦ Immediately report any employee not accounted for and last known location.
- ♦ Immediately report any employee with injuries.

## FLEET SAFE MANAGER contd.

6. Make decision to enter facility, relocate or send employees home based upon input from Security, Facility Management and Emergency Response Personnel.
7. When applicable in the case of inclement weather or when employee safety is compromised, make the determination to have the Floor Captains move (Department Managers/Supervisors) move employees to the secondary assembly point (As defined in the Business Resumption Plans).
8. If evacuation is greater than thirty (30) minutes, notify Crisis Management and provide information for the employee message line.

## FLOOR CAPTAINS

Floor Captains (or alternate) will be responsible for coordinating Life Safety Personnel on a floor.

### *In The Event Of an Emergency Evacuation, the Floor Captain will:*

1. Notify wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees by way of stairways to the designated floor or out of building if directed.
3. If directed to leave the building, goes to designated assembly area and display color flag for evacuees.

## FLOOR CAPTAINS contd.

4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicates "All Vacated" status to designated Fleet Safe Manager or alternate.
6. Report all occupants are accounted for to the Fleet Safe Manager or alternate.

## EVACUATION WARDENS

### *In The Event of an Emergency Evacuation the Evacuation Warden will:*

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit and relocates to the designated floor or leaves the building if directed by Emergency Personnel.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call and reports status.

## SEARCHERS

### *In The Event Of an Emergency Evacuation, the Searchers will:*

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any special needs persons have received assistance.
3. Direct people to proceed to the nearest exit.
4. Proceed to designated stairway. Direct personnel to evacuate building via the stairwell. NOTE: Do not direct personnel to the roof unless directed by Emergency Personnel.

## STAIR GUARD

### *In The Event Of an Emergency Evacuation, the Stair Guard will:*

1. Proceed to the designated stairwell.
2. Keep stairwell doors free from obstructions, facilitates exit and directs traffic as needed.
3. Advise evacuating personnel to stay calm while proceeding to assembly area.
4. Exits building when everyone has left the floor and proceeds to assembly area.

## Role of Facility Management Company (CB Richard Ellis)

### *In the Event of an Emergency the facility management staff will: (If CB Richard Ellis is on site)*

1. Investigate and validate incident, report to and Support Fleet Safe Manager.
2. Meet and assist emergency personnel.
3. Ensure incident information to reported to Fleet Safe Manager, SOC (800)-233-3236 and CBRE Call Center (1-800-984-3278).
4. Initiate action to restore facility systems.

## SITE SECURITY

***In the Event of an Emergency the facility security staff will: (If Allied Security on site).***

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notification and safe evacuation of employees as per policy.
4. Provide primary contact/conduit for emergency personnel; assist as directed by the on scene emergency commander.
5. Supply incident information to SOC (1-800-233-3236) and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support of Fleet Safe Manager.

## FLEET SECURITY OPERATIONS CENTER (SOC)

SOC personnel are on duty 24 hours per day. SOC personnel will coordinate emergency communications.

*During the initial emergency, designated personnel have been instructed to communicate relevant information to the SOC by dialing 1- 800-233-3236.*

**In the Event of an Emergency, SOC will in turn notify, as appropriate:**

- Emergency Personnel such as Police, Fire, EMS and other agencies as needed.
- Facility Management
- Crisis Management

## BUILDING FIRE ALARM/PROTECTION SYSTEMS

- The building fire alarm system is (Building Specific such as) an audible and visual alarm that can be heard *throughout the building.*
- The audible signal will be (Building Specific such as) by *voice message over voice evacuation system or an audible horn/strobe.*
- Wet or dry or pre-action sprinkler systems (Building Specific such as) *List systems where applicable.*
- Gaseous Extinguishing systems for computer rooms where applicable.

## SPECIAL NEEDS PERSONNEL

- Arrangements for special needs evacuation will be coordinated on an individual basis by the Floor Captains.
- The Floor Captains will maintain a list and floor location of special needs personnel.

## EVACUATION SUMMARY:

- 1. REPORT THE FIRE**
  - Pull the nearest fire alarm pull station. If none can be found telephone local fire department from a safe location.
- 2. IMMEDIATELY EVACUATE**
  - Proceed to closest uncontaminated stairwell.
  - Enter stairwell keeping to the right and hold onto the railing.
  - Re-enter the building at the pre-designated floor or if instructed otherwise, proceed to the ground level and exit the building.
  - Go to designated collection point.
- 3. STAY IN DESIGNATED AREA**
  - Roll call will be taken by Evacuation Wardens.

## NOTES:

In most emergencies special needs personnel can be moved to a floor not affected by the incident and standby a stairwell to await rescue by the Fire Department.

Become familiar with the posted evacuation plan for your area. Locate evacuation routes, both stairwells and fire alarm pull stations.

## 2 Examples Evacuation Plans

**Business Occupancies, including Business Group B**

**Drills are required -**

In all business occupancy buildings occupied by more than 500 persons, or by more than 100 persons above or below the street level

**Health Care Occupancies, including Institutional Group I-2**

### Fleet Safe High Rise Evacuation Plan

**High Rise:** Any building more than seven stories or 75' in height or beyond the reach of the local fire departments tallest ladder.



### Fleet Safe Low Rise Evacuation Plan

**Low Rise:** Buildings less than seven stories or 75' in height



State	City	Facility Address	Square Footage	State	City	Facility Address	Square Footage
NJ	Jersey City	10 Exchange	201,674	NJ	Princeton	301 Carnegie Center	127,652
CA	Long Beach	2277 East 220th Street	67,294	NJ	Ridgely Park	65 Challenger Road	277,865
CA	Bakersfield	401 38th Street	69,236	NY	Albany	69 State Street	152,008
CO	Colorado Springs	Rockinmon Blvd.	166,695	NY	Albany	540 Broadway	63,669
CT	Hartford	99 Founders Plaza	162,652	NY	Buffalo	10 Fountain	102,366
CT	Framington	70 Batterson Park	127,295	NY	Kingston	101 Enterprise Drive	382,688
CT	Hartford	1 Constitution Plaza	94,094	NY	Melville	300 Broadhollow	257,434
CT	Hartford	150 Windsor Road	178,803	NY	Minerals	431 Broadway (On-Site C)	46,498
CT	Hartford	20 Church Street	199,006	NY	New York	1135 Avenue of the Americas	32,025
CT	Windsor	Pigeon Hill Road		NY	New York	1185 Avenue of the Americas	79,709
CT	Hartford	777 Main Street	341,652	NY	New York	1633 Broadway	75,816
CT	Greenwich	240 Greenwich Avenue	41,692	NY	Newburgh	1279 Route 300	51,177
CT	Windsor	123 Day-Hi Road	20,000	NY	Rochester	1 East Avenue	98,717
DE	Newark	N4 Woodfield Drive	121,800	NY	Rochester	159 East Main Street	87,712
IL	Chicago	1 South Wacker Drive	143,267	NY	Schenectady	500 State Street	91,577
MA	Boston	40 Broad Street		NY	Ulrica	268 Genesee Blvd.	72,546
MA	Boston	100 Federal Street	1,013,983	NY	Ulrica	501 Bleaker Street	125,000
MA	Boston	150 Federal Street	60,798	NY	Ulrica	5701 Horatio (Operations Center)	177,222
MA	Boston	175 Federal Street	47,390	NY	West Hempstead	15 & 60 Hempstead	88,970
MA	Boston	2 Monsey Drive	147,083	NY	West Seneca	2370 Transit Road	53,175
MA	Boston	One Federal Street	197,022	NY	New York	50-60 East 42nd Street	6,600
MA	Boston	245 Summer Street	63,701	NY	Brooklyn	336 Adams Avenue	41,976
MA	Boston	One Financial Center	154,751	NY	Brooklyn	590 Madison Avenue	120,356
MA	Dedham	100 Rockraft Road	246,067	PA	Bethlehem	1 Bethlehem Plaza	95,990
MA	Dorchester	145 Mount Vernon Street	72,916	PA	Horsesham	550 Blair Mill Road	120,000
MA	Malden	300 Exchange Street	311,936	PA	Horsesham	680 Blair Mill Road	89,799
MA	New Bedford	703 Pleasant Street	60,041	PA	Horsesham	Tournament Drive	226,416
MA	Quincy	1400 Hancock Street	66,000	PA	Mosaic	1 Fleet Way	101,532
MA	Waltham	1025 & 1075 Main Street	299,201	RI	Attentide	333 Central Avenue	76,362
MA	Worcester	103 Front Street	45,343	RI	East Providence	50 Junken Street	146,119
ME	Bangor	80 Exchange	84,886	RI	Lincoln	670 George Washington Highway	376,156
ME	South Portland	65 Garnett Drive		RI	Providence	111 Westminster Street	168,663
ME	Portland	2 Portland Sq	33,132	RI	Providence	125 Dupont Drive	301,399
MI	Troy	305 West Big Beaver Rd	95,297	RI	Providence	15 Westminster Street	67,466
NH	Manchester	1156 Elm Street		RI	Providence	50 Kennedy Plaza	326,276
NJ	Bridgewater	1126 Elm 22 West	56,799	RI	Providence	One Financial Plaza	11,489,032
NJ	Bordentown	243 Pte 130	33,911				
NJ	Clarendon	750 Walnut Avenue	299,253				
NJ	Clon Rock	201 Harrows Road	100,601				
NJ	Hickorack	210 Main Street	81,307				

**1075 Main Street, Waltham MA**

**One Fleet Place**

**LIFE SAFETY PLAN**

**LOW RISE BUILDING**



**Fleet Facilities**  
Managed by CB Richard Ellis  
Revision Date: October 14, 2004

LIFE SAFETY PLAN	
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## Life Safety Team Procedures for

### LOW RISE BUILDINGS

(BUILDINGS UNDER SEVEN STORIES OR LESS THAN 75 FEET IN HEIGHT)

*The National Life Safety Code for buildings requires training and drills in any building occupied by more than 500 persons or more than 100 persons above or below the street floor.*

#### **INTRODUCTION**

Congratulations for being concerned about your fellow employees and becoming a member of the LIFE SAFETY TEAM on your floor.

- This program is not intended to cover all situations or emergencies that may arise.
- It is intended to serve as the primary guidelines to be followed in emergency situations.
- Employees have to exercise discretion, judgment and common sense in dealing with emergencies.
- These procedures may be superseded by an order of the Emergency Services' responding incident commander.

The Life Safety Team consists of a Fleet Safe Manager/Alternates, Floor Captains/Alternates, Evacuation Wardens, Searchers, and Facilities/Security Personnel where applicable.

evacuation of occupants in the event of fire or other emergency.

Each building shall provide an Evacuation Warden for every 7,500 square feet of floor space or additional Wardens as may be needed depending on the number of departments. Additionally, there should be a team comprised of at least one male and one female Search Warden to search the rest rooms, conference rooms and lounges.

As a member of the Life Safety Team you should know the following:

#### THE LOCATION OF:

- Posted emergency floor plan for your area.
- All exits on your floor.
- Designated assembly areas.
- The fire alarm pull stations on your floor and how to use them.
- Emergency phone numbers (See appendix B)
- The other members of the evacuation team.
- Disabled/special needs employees who may need assistance during an evacuation.

### FIVE MOST COMMON EMERGENCIES

#### 1. FIRE

#### 2. MEDICAL EMERGENCY

#### 3. HAZARDOUS MATERIALS SPILLS

#### 4. ODOR OF GAS OR GAS LEAK

#### 5. BOMB THREAT

### FIRE

*If there is a fire or smoke condition on your floor follow these steps:*

1. Immediately notify all building occupants and local Fire Department by activating the nearest fire alarm pull station.
2. When an evacuation signal is sounded, follow instructions given over voice evacuation system. Some buildings use horns/strobes for an evacuation signal.
3. Follow directions provided by designated Life Safety Team Members.
4. Proceed to pre-determined collection area outside of the building.
5. Report Fire Alarm to the Fleet Security Operations Center (SOC) as soon as possible (1-800-233-3236)

### MEDICAL EMERGENCY

*If you are alerted to a medical emergency on your floor, follow these steps:*

1. If you are by yourself, go immediately to step #3.
2. If there is someone in your immediate area (within shouting distance) alert them to the problem, request their assistance and go to step #3 while they provide aid and comfort.
3. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - Your full name, street address, city, state and the telephone number where you can be reached.
  - The location of the injured person(s) (as specific as possible).
  - The type of injury (e.g., cut, burn, severity of illness/injury).
  - Any other pertinent information.
4. Stay on the line until you are sure the receiving party understands the information and until that party breaks the connection.
5. Notify SOC (1-800-233-3236); provide the same information as above.
6. Notify Building Security (if present in your facility) so that they may guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
7. Notify a Department Manager or Designee in the area.

### HAZARDOUS MATERIALS SPILLS

*If you are alerted to a hazardous spill on your floor, follow these steps:*

1. STOP- DO NOT APPROACH! Assess from a safe distance.
2. Note location and size of spill.
3. No one should attempt to clean up the spill.
4. Direct all employees to a safe location.
5. Contact SOC (1-800-233-3236).
6. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
7. Notify a Department Manager or Designee in the area.
8. Fire Department, Security and Facilities Management will immediately be notified by the Operations Center.
9. Direct emergency response to the chemical spill.

*NOTE: Response to a chemical spill requires special training and special equipment. Unless so trained or equipped, employees will limit their efforts to the protection of LIFE, and evacuation (if necessary).*

**ODOR OF GAS OR GAS LEAK**

*If you are alerted to an odor or leak of gas on your floor, follow these steps:*

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - Your full name, street address, city, state and the telephone number where you can be reached.
  - The location of the odor or gas leak.
  - Any other pertinent information.
2. Contact **SOC (1-800-233-3236)**.
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.
4. If a gas odor or unusual odor is confirmed by the Fire Department then the Fleet Safe Manager, Security and Facilities Management will immediately be notified.
5. If an emergency evacuation is ordered the evacuation is treated the same as a fire evacuation.

**BOMB THREAT**

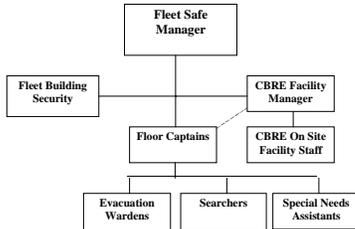
*If you receive a bomb threat see Appendix I for specific protocol.*

- The decision to evacuate will be made as per Fleet policy and/or by the direction of the on-scene Emergency Services personnel.
- Bomb evacuations are the same as fire evacuations; once a decision has been made to evacuate pull the nearest fire alarm pull station and leave the building.
- If a suspicious device is found do not touch it, immediately report it to security or law enforcement.

**ALL OTHER EMERGENCIES**

1. Obtain an outside line, dial 911 (know your local emergency numbers if 911 is not in service in your area), provide the following information (speak clearly and slowly):
  - Your full name, street address, city, state and the telephone number where you can be reached.
  - The nature and location of the emergency.
  - Any other pertinent information.
2. Contact **SOC (1-800-233-3236)**.
3. Notify Building Security (if present in your facility) so that they will respond and guide emergency response personnel. If you do not have building security, ask one of your co-workers to wait for and escort the response personnel.

**LIFE SAFETY TEAM**



NOTE: Floor captains, in an emergency, report to the Fleet Safe Manager. During day-to-day maintenance, CBRE will direct Floor Captains to support of the Fleet Safe Manager.

**EVACUATION RESPONSIBILITIES**

**FLEET SAFE MANAGER**

The Fleet Safe Manager (or alternate) is responsible for the overall safety and management of employees in an emergency situation affecting, or occurring in, their building.

The Fleet Safe Manager (or alternate) is the primary business contact for Security, Facilities and Emergency Services personnel (Fire, Police, etc.). The Fleet Safe Manager will ensure all direction received from Emergency Services is followed. In the absence of Emergency Services, the Fleet Safe Manager will make all final decisions, after obtaining input from Security and Facilities, concerning Fleet personnel safety.

The Fleet Safe Manager is responsible for the following:

- Act as the Fleet executive at the scene, assuming responsibility for Fleet decisions and instructions to employees.
- Coordinate the management of emergency situations with Facilities, Security, Emergency Services personnel, and Floor Captains to conduct incident assessment, escalation and communication.
- The Fleet Safe Manager is responsible for communication, as soon as possible, to employees in his/her area, LOB Heads, Crisis Management and SOC of any incident that has the potential to impact Fleet.
- Specifically, Crisis Management will be called any time that an evacuation or business interruption exceeds, or is anticipated to exceed, thirty (30) minutes.
- Once clearance is received from Emergency Services personnel, the Fleet Safe Manager shall make a business decision regarding facility re-entry, based upon advice from Facilities and Security.

**FLEET SAFE MANAGER**

*In the event of an emergency evacuation the Fleet Safe Manager will:*

1. Evacuate to designated areas, assigned by evacuation Floor Captains
2. Receive roll call from Floor Captains and give status to Emergency Services personnel.
3. Provide all known information to Emergency Services personnel arriving on the scene.
4. Immediately report any employee not accounted for and his/her last known location.
5. Immediately report any employee with injuries.
6. Once authorized by Emergency Services personnel, make the decision to enter facility, relocate or send employees home based upon input from Security, Facility Management and Emergency Services personnel.
7. When applicable in the case of inclement weather or when employee safety is compromised, make the determination to have the Floor Captains (or Department Managers/Supervisors) move employees to the secondary assembly point (as defined in the Business Resumption Plans).

**FLOOR CAPTAINS**

Floor Captains (or alternate) will be responsible for coordinating Life Safety Personnel on a floor.

*In the event of an emergency evacuation, the Floor Captain will:*

1. Notify Evacuation Wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees down or up stairways (if building is more than one story) and out of the building to the pre-determined collection point.
3. When at designated collection point, displays color flag for evacuees.
4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicate "All Vacated" status to designated Fleet Safe Manager (or alternate).
6. Report all occupants are accounted for (or unaccounted for) to the Fleet Safe Manager.

## **EVACUATION WARDENS**

*In the event of an emergency evacuation the Evacuation Warden will:*

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit (if building is more than one story) and leaves the building.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call at assembly area and report status.

## **SEARCHERS**

*In the event of an emergency evacuation, the Searchers will:*

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any disabled/special needs persons have received evacuation assistance.
3. Direct people to proceed to the nearest exit and leave the building.

## **Facility Management Company**

In all Fleet facilities, CBRE Manages the Life Safety Plan including designation, tracking and training of all positions. During the normal course of business, CBRE will support the Fleet Safe Manager in the administration of this plan. However, some leased facilities have an independent management company, in those cases, CBRE will support the Fleet Safe Manager in coordinating Life Safety Plan with Landlords Management Company to avoid conflicts.

*In the event of an emergency the Facility Management staff will:  
(If CB Richard Ellis is on site)*

1. Investigate and validate incident, report to and support Fleet Safe Manager.
2. Meet and assist Emergency Services personnel.
3. Ensure incident information is reported to Fleet Safe Manager, SOC (800) 233-3236 and CBRE Call Center (800) 984-3278.
4. Intiate action to restore facility systems.

## **ON SITE SECURITY**

*In the event of an emergency the facility Security staff will: (If Allied Security on site).*

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notify and safely evacuate employees as per policy.
4. Provide primary contact/conduit for Emergency Services personnel; assist as directed by the on-scene emergency commander.
5. Supply incident information to SOC (800) 233-3236 and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support the Fleet Safe Manager.

## **FLEET SECURITY OPERATIONS CENTER (SOC)**

SOC personnel are on duty 24 hours per day. SOC personnel will coordinate emergency communications.

During the initial emergency, designated personnel have been instructed to communicate relevant information to the SOC by dialing **1-800-233-3236**.

In the event of an emergency, SOC will notify as appropriate:

- Emergency Services personnel such as Police, Fire, EMS and other agencies as needed
- Corporate Security
- Facility Management
- Crisis Management

## **BUILDING FIRE ALARM/PROTECTION SYSTEMS**

- The building fire alarm system is an audible and visual alarm that can be heard *throughout the building*.
- The audible signal will be by *voice message over voice evacuation system or an audible horn/strobe*.
- Wet or dry or pre-action sprinkler systems
- Gaseous Extinguishing systems for computer rooms (Halon)

## **DISABLED/SPECIAL NEEDS PERSONNEL**

- Arrangements for disabled/special needs evacuation assistance will be coordinated on an individual basis by the Floor Captains.
- The Floor Captains will maintain a confidential list and floor location of special needs personnel.





**FLOOR CAPTAINS – QUICK REFERENCE SHEET**

(Remove and post in your office)

*In the event of an emergency evacuation, the Floor Captain will:*

1. Notify Evacuation Wardens to start the evacuation of the floor by having occupants use the closest uncontaminated fire exits. If all fire exits are contaminated by smoke or heat return to floor and notify Fire Department (911).
2. Lead employees by way of stairways to the outside of the building.
3. Go to designated assembly area and display color flag for evacuees.
4. Receive "All Vacated" status from Evacuation Wardens.
5. Communicate "All Vacated" status to designated Fleet Safe Manager (or alternate).
6. REPORT ALL OCCUPANTS ARE ACCOUNTED FOR (or unaccounted for) TO THE FLEET SAFE MANAGER.

**EVACUATION WARDENS – QUICK REFERENCE SHEET**

(Remove and post in your office)

*In the event of an emergency evacuation the Evacuation Warden will:*

1. Alert all occupants in your area and direct them to the nearest exit.
2. Ensure all occupants have left assigned floor area and that no one is left behind.
3. Proceed to the closest stairway exit and leave the building if directed by Emergency Services personnel.
4. Report "All Vacated" status to Floor Captain.
5. Take roll call and reports status.

**SEARCHERS – QUICK REFERENCE SHEET**

(Remove and post in your office)

*In the event of an emergency evacuation, the Searchers will:*

1. Search restrooms, conference rooms, file rooms and open/private offices as directed.
2. Assure any disabled/special needs persons have received evacuation assistance.
3. Direct people to proceed to the nearest exit.
4. Proceed to designated stairway. Direct personnel to evacuate building, via the stairwell if a multi story building. NOTE: Do not direct personnel to the roof unless directed by Emergency Services personnel.

**FACILITY MANAGEMENT – QUICK REFERENCE SHEET**

(Remove and post in your office)

*In the Event of an Emergency the facility management staff will:  
(If CB Richard Ellis is on site)*

1. Investigate and validate incident, report to and Support Fleet Safe Manager.
2. Meet and assist emergency personnel.
3. Ensure incident information to reported to Fleet Safe Manager, SOC (800)-233-3236 and CBRE Call Center (1-800-984-3278).
4. Initiate action to restore facility systems.

**SITE SECURITY – QUICK REFERENCE SHEET**

(Remove and post in your office)

*In the Event of an Emergency the facility security staff will: (If Allied Security On Site)*

1. Provide initial response to and containment of emergency.
2. Evaluate emergency and request appropriate outside emergency response.
3. Notify and safely evacuate employees as per policy.
4. Provide primary contact/conduit for emergency personnel; assist as directed by the on scene emergency commander.
5. Supply incident information to SOC (1-800-233-3236) and Fleet Safe Manager.
6. Investigate incident and report to Fleet Corporate Security.
7. Support the Fleet Safe Manager.



**QUESTIONS ?**



## HOSPITAL DISASTER PLAN

### I. Purpose:

- A. To provide policy for response to both internal and external disaster situations that may affect hospital staff, patients, visitors and the community.
- B. Identify responsibilities of individuals and departments in the event of a disaster situation.
- C. Identify Standard Operating Guidelines (SOG's) for emergency activities and responses.



## II. Situations and Assumptions:

- ◆ Several types of hazards pose a threat to the hospital:
  1. Internal disasters: fire, explosions, and hazardous material spills or releases.
  2. Minor external disasters: incidents involving a small number of casualties.
  3. Major external disasters: incidents involving a large number of casualties.
  4. Disaster threats affecting the hospital or community (large or nearby fires, impending tornado, flooding, explosions, etc.).
  5. Disasters in other communities.



## III. General Considerations:

- A. Lines of Authority:** The following persons, in the order listed, will be in charge:
1. Administrator.
  2. Director of Nursing.
  3. Nursing Supervisor on duty at time of disaster.
  4. Emergency Room Supervisor.



## III. General Considerations:

*continued:*

- B. Communications:**
1. A Command Center will be set up at the Security Desk
  2. The person in charge will assign a nurse to the communications system in the E.R.
  3. At least one messenger will be assigned to each radio operator to deliver messages, obtain casualty count from triage, etc.



## III. General Considerations

*continued:*

4. Person directing personnel pool shall send a runner to all departments to advise them of the type of number of victims and extent of injuries.
5. A "Visitor Control Center" will be set up in the front lobby.
6. Telephone lines will be made available for outgoing and incoming calls.
7. Assistance in providing additional radio communications to all departments within the hospital may be obtained from Radio Amateur Civil Emergency Services.



## III. General Considerations

*continued:*

- C. Supplies and Equipment:**
- ◆ Extra supplies will be obtained from Purchasing personnel through runners.
  - ◆ Outside supplies will be ordered by the Purchasing Director and brought into the hospital via the loading dock.
- D. Valuables and Clothing:**
1. Large paper or plastic bags are available in the treatment Areas and the storeroom for patient's clothing and valuables.



### III. General Considerations

*continued:*

#### E. Public Communication Center:

1. A communication center for receiving outside calls and giving information to the press, radio and relatives shall be set up in Medical Records.
2. The press can use the restaurant as their headquarters.



### III. General Considerations

*continued:*

#### F. Morgue Facilities:

1. Patients pronounced DOA will be tagged with a Disaster Tag. The top sheet will be taken to the Command Center.
2. Bodies will be stored in the hallway by Purchasing. Personnel will remain with bodies until removed by Funeral Director.
3. After bodies have been identified, the information will be filed on the Disaster Tag and Medical Records.
4. The bodies will be removed via the loading dock to the Funeral Director.

#### A. Administrator:

In a **major disaster** will do the following functions:

1. Check with local authorities to verify the disaster and obtain additional information.
2. Authorize announcement of disaster to hospital personnel.
3. Ask for help from local police and volunteer organizations as deemed necessary.
4. Stay in the area of administrative offices to be available to assist, as requested, by disaster coordinator.

#### B. Director of Nursing:

1. In a **major disaster** will do the Administrator's functions, if he is absent.
2. Is responsible for notifying all department heads or alternates.
3. In a **major disaster** be responsible to see that families of victims are notified as soon as possible.
  - ♦ The Command Center Director will coordinate these efforts and notify Medical Records personnel as to when information can be released to the press.

#### C. Nursing Supervisor:

1. Is responsible for determining the extent of the disaster.
  - ♦ (The **Director of Nursing** would then notify all department heads or alternates as noted above.)
2. Will set up a Command Center - All department heads would report in to the supervisor before going to their departments.
3. Will attempt to find adequate numbers of nursing personnel.
4. Leave extension "xxx" open to outside Command Center.

#### D. Admitting Office:

1. Assign responsible person to switchboard as soon as possible.
2. Department head or designee will call in their own personnel.
3. Notify Emergency Communications Center internal disaster.
4. You are responsible for sounding the "Orange Alert" alarm.
5. Do not accept routine non-emergency admissions except OB's.
6. Refer all public information calls and press to Reception Area.
7. Direct press to the restaurant.
8. Call local clergy as requested.
9. Assign an admissions person to aid with discharge of hospital patients from the east solarium, if requested by Med/Surg.

### E. Dietary:

1. Department head or designee will call in their own personnel as needed after reporting to Command Center.
2. Prepare to serve nourishments to ambulatory patients, house patients and personnel as need arises.
3. Clear hallway of all tray carts.
4. Utilize T.C. dining room and west hospital solarium for extra eating space.
5. Be responsible for setting up menus in disaster situation and maintain adequate supplies.

### F. Maintenance:

1. Department head will call in their own personnel as needed after reporting to Command Center.
2. Maintain full operation of all facilities.
3. All doors should be locked immediately **except** employee entrance, Emergency Department door, and front lobby.
4. Be responsible for setting up extra beds in hospital if needed.
5. Be willing to help with movement of victims from ambulance to Triage.

### G. Housekeeping and Laundry:

1. Department head or designee will call in their own personnel as needed after reporting to Command Center.
2. Be available to help clean receiving area, and clean rooms between cases in treatment areas.
3. Be sure all hallways or traffic areas are clear of cleaning carts, equipment and etc.

### H. Operating Room, CSR, PAR, Anesthesia, & OP

1. Supervisor or RN will supervise Operating Room and call all needed personnel after reporting to Command Center.
2. Call additional surgeons as needed.
3. Check area for supplies and equipment.
4. Ask for additional help to carry out surgery and treatments in Operating Rooms and Recovery Room.
5. Assign and direct scrub nurses and circulate.
6. Notify Triage when Operating Rooms and Recovery Room is available for more patients.
7. Keep minimum list of supplies on hand and be prepared to process additional sterile supplies quickly.
8. Notify anesthesiologists who will maintain adequate anesthesia and drug supplies

### I. Hospital Unit - Supervisor will:

1. Assign nurse or unit coordinator to communications system in E.R.
2. Prepare for expansion by notifying maintenance of number of extra beds needed and where to set them up.
3. Discharge and movement of hospital patients to create more room for casualties.
4. Send for extra supplies needed from Purchasing, CSR, Laundry, and Dietary.
5. If internal, prepare for evacuation of patients to safe area.
6. Send designated personnel to Command Center with wheelchairs.
7. Send messenger to Command Center to check for update.
8. The elevators will be used ONLY for the transportation of patients or equipment...all personnel will use the stairway.

### J. ICU - After notification of disaster, the ICU nurse will:

1. Evaluate patients in the Intensive Care Unit for possible discharge. Use established discharge criteria as a guide. Transfer patients out if indicated.
2. Prepare to admit more critically ill patients.
3. Send runner to Command Center or phone for help.

### K. Swing Bed Unit:

1. Know current empty bed count and number of personnel available who could assist in other units. Send number to Command Center.
2. Remain in your unit until notified differently.
3. Will make wheelchairs available.

### L. OB Unit:

1. Staff from OB can be used to assist in triage if department is covered. Volunteers can be used from OB to assist in disaster.
2. Patients other than OB's will be triaged by Command Center before being transferred to OB.

### M. Chemical Health Recovery Unit:

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center and staff holding area.
2. Department Head will send designated personnel to Triage with wheelchairs to hold in ER waiting room until needed.

### N. Medical Imaging:

#### Day Shift:

1. The department head or designee will find out the number of patients involved and any other pertinent information from the Command Center.
2. The department head or designee will be responsible for calling in any and all personnel needed to sufficiently handle the patient load.

#### Evening Shift:

1. The technologist on duty or on call for the Radiology Department will be alerted by the night supervisor. This technologist will be considered the designee of the x-ray department and will report to the information center for further information.
2. It will be the duty of this technologist to call in extra help as needed. All extra help called in will report directly to Radiology.

### Duties of Medical Imaging Personnel:

#### Department Head will:

Call any or all personnel needed.

1. Arrange for extra supplies to be brought in if needed.
2. Coordinate flow of work and delegation of work areas.

#### Other Technologists will:

- a. Perform all x-ray exams as needed and assigned.
- b. Perform all clerical duties.

### O. Laboratory:

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center.
2. Call personnel from nearby hospitals and clinics as necessary.
3. Have arrangements made to obtain additional blood, equipment and supplies from area agencies.

**P. Materials Management – Purchasing:**

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center.
2. Be prepared to supply all departments with needed supplies.
3. Director will designate assistant to supply runners or volunteers to deliver supplies.
4. Have an up-to-date list of suppliers who can quickly supply extra materials.
5. Have Kardex in Storeroom up-to-date.

**Q. Pharmacy:**

1. Report to Command Center, then remain in department.
2. Have list of drug suppliers that can provide emergency supplies quickly (list is in Procedure Manual).
3. Keep minimum supply of emergency drugs on hand at all times.
4. Pharmacy should remain open and have a runner to deliver needed meds to areas.

**R. Respiratory Therapy:**

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center.
2. Keep adequate supply of bubblers, cannulas, masks and flow meters available in Respiratory Therapy Department.
3. Be prepared to obtain additional respirators and equipment as needed.
4. Be prepared to assist in treatment areas.
5. Keep resuscitation equipment in good operating condition and well marked.

**S. Physical Therapy:**

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center.
2. Be prepared to accept walking wounded victims. Be prepared to provide assistance to RN's as needed.
3. Request a runner from Command Center as needed.

**T. Occupational Therapy:**

Department Head or designee will call in their own personnel as needed after reporting to Command Center.

**U. Stress/EKG Department:**

1. Reports to Respiratory Therapy Head or designee.
2. Be prepared to obtain additional equipment and supplies.
3. Be prepared to assist in treatment areas.

**V. Social Services:**

1. Report to the Command Center and be prepared to stay with relatives of victims in hospital lobby.
2. Will provide Command Center with a list of the family members that are here.

**W. Director of Community Relations:**

1. Department Head or designee will call in their own personnel as needed after reporting to Command Center.
2. Be prepared to call in volunteers who are familiar with physical plant of hospital to serve.
3. Have volunteers set up downstairs classroom for babysitting personnel's children.

### X. Quality Improvement/Risk Management - Utilization Review:

1. Report to Command Center and assist with relatives of victims in hospital lobby. Also assist Education Coordinator with press information.

### Y. Security:

1. Report to Command Center.
2. Assist RN's as needed.

### Z. Infection Control:

1. Report to Command Center.
2. Be prepared to assist in Pharmacy as needed.

### AA. Nursing Personnel Assigned to Disaster Victims:

1. Obtain information and fill out available information and time on disaster tags. Even if no information is available as to identity, give information as to condition, types of injuries, etc.
  - If top sheet on tag has already been picked up, use O.P. record (may use ER Nurses notes) to record changes in patient's condition, additional information, etc.
  - Be sure to use hospital disaster tag number for identification (the tag is in triplicate).

2. BE SURE top sheet of disaster tag is made available to Medical Records with pertinent information.
3. **DO NOT** leave your patient unattended. Patient may be signed off to person in charge when admitted to a unit.
4. Give aggressive first aid treatment.
5. Make out the appropriate lab slips and x-ray requisitions with disaster number. It is essential that they have these slips made out.
6. Patients who have been admitted to the hospital should have the information slips placed with the Command Center in the Emergency Department.
7. If a patient is transferred, be sure to indicate on the tag to which hospital he has been sent.
8. If a patient is admitted to our hospital, be sure and send all oxygen equipment to his room with him.
9. Sign disaster tags.

### AB. Medical Records:

1. Department Head or designee will call in their own personnel as needed after reporting to the Command Center.
2. Assign person to be responsible for maintaining casualty lists and assist with paperwork as needed at Command Center.
3. Supply extra forms as needed.
4. Be responsible for releasing information to the press after the families of the victims have been notified.

### V. Plan Development and Maintenance:

- a. This Disaster Plan was developed by the Disaster Subcommittee of the Safety Committee and with the cooperation of all departments in the hospital.
- b. All departments are responsible for maintaining an up-to-date disaster manual and notifying the Disaster Subcommittee of changes in their departments.
- c. This plan will be updated annually or as changes in departments occur.



### V. Plan Development and Maintenance:

- A. This Disaster Plan was developed by the Disaster Subcommittee of the Safety Committee and with the cooperation of all departments in the hospital.
- B. All departments are responsible for maintaining an up-to-date disaster manual and notifying the Disaster Subcommittee of changes in their departments.
- C. This plan will be updated annually or as changes in departments occur.