EMERGENCY EVACUATION PLAN TEMPLATE OVERVIEW

Howard County is no stranger to emergencies caused by natural and human-caused hazards, including but not limited to: severe winter weather, utility disruptions, and transportation hazards. Consider how these emergencies may affect your ability to do business (e.g., a power outage may inhibit your ability to accept credit cards). For more information, visit www.ReadyHoCo.com. To request a public education visit from the Office of the Fire Marshal visit https://www.howardcountymd.gov/Departments/Fire-and-Rescue/Public-Education-Request-Form

HOW TO USE THE TEMPLATE

To use this template, fill in the italicized, red sections with your specific company information. Once these templates are completed, save and store them somewhere safe. Make additional copies that you can keep at an off-site location. You should review these planning sheets on a regular basis, and make updates as needed. Make sure to train employees regularly on this plan. The organization should have evacuation and shelter-in-place drills at least twice a year.

Note: Evacuation plans are specific to each building. If you are a tenant in the building, coordinate evacuation plans with your building manager.

Notes for choosing your assembly point:

An assembly point is the area that occupants are told to evacuate to in an emergency. Consider having easy to read maps showing routes to reach the assembly point displayed in your business. When selecting your assembly point make sure that it is in what is likely to be a SAFE area for the hazard. For example: if your business is prone to frequent flooding, consider choosing an assembly point that is on high ground. Additionally, assembly points should be chosen with safety in mind. We recommend **not** making your assembly point the middle of a street or any potentially unsafe area.

KNOW HOW TO RESPOND

Your organization needs to know when to evacuate and when to shelter in place. Deciding whether to shelter-in-place or evacuate to safety (i.e., get away from a threat or hazard) is among the most important decisions that must be made during an emergency. Employers should understand and plan

for both scenarios. In any emergency, the local authorities may or may not be able to provide information immediately to assess the situation. Employers should consider how the situation might impact workers sheltering-in-place at a job site versus workers attempting to evacuate to safety. If local authorities or the on-scene coordinator (e.g., incident commander or other official in charge) specifically give instructions to evacuate or seek medical treatment, do so immediately. In very hazardous situations, local officials may require mandatory evacuations. During other times, local officials may advise, or workers and employers may decide, to evacuate to avoid situations they believe are potentially dangerous. Watch TV, listen to the radio, or check the Internet often for information or official instructions as it becomes available. Additionally, specific instructions and guidance from local officials may also be provided through mass media, sirens or other public address/alert systems, text alerts, emails, or telephone calls.

Note: Workers may need to be trained to respond differently to different threats. For example, workers may be required to assemble in one area inside the workplace if threatened by a tornado or on an adjacent highway if threatened by a chemical spill. Moreover, a fire may require workers to evacuate to a pre-determined exterior location.

Emergency Evacuation and Shelter In Place Plan

Company Name	*Model Company*
Address	*1234 Main St Anytown, MD 21044*
Telephone	*310-123-4567*
Contact Name	*Sally Employee* **Contact Title** *Manager*
Last Revision Date	*January 1, 2018*

Policy and Organizational Statements

- *Identify the goals and objectives for the emergency response plan.*
- *Define what your emergency response team is expected to do during an emergency (e.g., evacuate employees and visitors, provide first aid, etc.)*
- *Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.)*

Evacuation Plan

Evacuation may be required if there is a fire in the building, flash flooding, or other hazard.

The evacuation team, comprised of designated employees of the company, will direct the evacuation of the building and account for all employees outside at a safe location. The following roles are typically part of an evacuation team (note: in a small business or small space, not all roles may be needed, or one person can hold multiple roles):

Evacuation Team Role	Role Description
Evacuation Team Leader	
Floor Warden (one per floor)	
Searchers (one per floor)	
Stairwell/Elevator Monitors	
Aides for Persons with Disabilities	
Assembly Area Monitors	Account for evacuees at the assembly area by taking roll call. Determine if anyone is missing. If employees or clients are missing call 911.

The following employees have been designated as evacuation team members (Note: there should be at least one person assigned and trained to serve as an evacuation team member on-site at all times. This may be easier to assign by position):

Evacuation Team Member Name/Title	Evacuation Team Role (Team Leader, Floor Warden, Searcher, Stairwell/Elevator Monitor, Aide for Persons with Disabilities, Assembly Monitors)
Sample Employee – Manager	*Evacuation Team Leader*

Employees (and clients) will be warned to evacuate the building using the following system:	*Fire alarm, cell phone alerts, PA system*
Employees should assemble at the following location for accounting by the evacuation team:	*Parking Lot behind the facility, next to the dumpsters*

Evacuation Map

Paste an evacuation map of your facility here

Evacuation Procedures

- If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate.

- Dial 911 to alert the fire department, and the police department.
- Provide the following information to 911:
    - Business name and street address
    - Nature of fire
    - Fire location (building and floor or)
    - Type of fire alarm (detector, pull station, sprinkler water flow)
    - Location of fire alarm (building and floor)
    - Name of person reporting fire
    - Telephone number for return call
- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire/hazard.
- In cases of fire, prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area. Once everyone has gathered at the assembly point, the Assembly Area Monitor should take roll call of everyone that should be present and accounted for to determine if any individuals are missing, and if so, where the individual was last seen. Consider attaching a staff roster to this plan for use as a roll call sheet.
- Meet the Howard County Department of Fire and Rescue Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys, and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Shelter in Place Plan

Sheltering in place is a precautionary routine to keep you as safe as possible while indoors during an emergency event. Someone who is not well-versed in emergency preparedness, however, may interpret the instruction as: stay exactly where you currently are. That tactic could, in fact, put you in danger. Shelter in Place may be required if there is a tornado, chemical based hazard, or it is unsafe to evacuate. Different threats require slightly different sheltering recommendations and evacuation requirements.

The following employees have been designated to assist with shelter in place (Note: there should be at least one person assigned and trained to serve as an evacuation team member on-site at all times. This may be easier to assign by position):

Employee Name/Position	Function
Sally Employee	Monitoring weather radio/cell phone alters for shelter in place orders
	Communicating to the organization that a shelter in place alert has been issued
	Using sign in sheers to determine if all employees and clients are accounted for

Employees (and clients) will be warned to shelter in place using the following system:	*Fire alarm, cell phone alerts, PA system*
Employees should assemble at the following shelter in place room (should be an internal room with limited/no external windows)	*Break room, internal stairwells*

Shelter in Place Map
Paste a map of your facility showing where the Shelter In Place Room is located.

Evacuation Procedures
- Announce the following to all employees and visitors:

"A shelter in place advisory has been issued. All employees and visitors should leave your current area and proceed to the *Shelter in Place Room*. Employees should make sure office windows and doors are closed before leaving."

- Take a cellular phone, staff roster, and multiple employee/visitor sign-in sheets and take them to the Shelter in Place Room.
- Determine from sign-in sheets whether all employees and visitors are accounted for.
- All employees and visitors should be in the Shelter in Place Room within 3 minutes. If all signed in persons are not in the shelter room within 3 minutes, notify the manager.
- When the "All Clear" is issued, take the sign-in sheets and leave the shelter room.
- Proceed to the pre-arranged meeting area outside the building.
- Account for employees and visitors using sign-in sheets.