Primary Responsibilities:
Evacuation of floor occupants to designated assembly areas
Communicate status of evacuation or shelter/secure in place to
Building Coordinator

Support Responsibilities:
Building Coordinator
Evacuation Control
Facilitate shelter/secure in place if safe to do so

Reports To:
Building Coordinator:
Phone Number:

Position Functions:
1. Based on the nature of the emergency, either evacuation or shelter/secure in place may be warranted. If shelter/secure in place is ordered, assist in implementing protocols. The following steps apply to evacuation procedures.

2. Don vest. Supervise safe evacuation of floor occupants to designated assembly areas based on established evacuation procedures. Designate personnel to assist persons with disabilities, access or functional needs and to assist injured persons. If injuries are severe, immediately dispatch a runner to notify the Building Coordinator. Check under all desks, in all restrooms and all closets on the floor for occupants. Check doorknobs and doors for heat prior to opening closed doors. If you feel heat, smell smoke, burning materials or chemical odors follow fire-reporting procedures and immediately notify the Building Coordinator. Note any hazardous conditions (structural damage, falling hazards, and hazardous spills). Close doors and place "Evacuated" door hanger on outside doorknob of evacuated rooms.

3. Report to the Building Coordinator at designated assembly areas. The primary assembly area will always be used unless the route or assembly area itself is unsafe. Evacuees will be directed to alternate assembly area if primary assembly area is not appropriate. Report the number and approximate location of individuals known to remain on the floor that require assistance and nature of assistance required. Assist with additional activities as assigned by the Building Coordinator.

4. Report hazardous conditions to the Building Coordinator immediately. Note approximate location whenever possible.
• Do not allow anyone to reenter the building if hazardous conditions including fire, hazardous materials or structural hazards/instability are suspected.

5. Assist the Building Coordinator with a count of the number of building occupants at the assembly area.

6. Provide support and assistance with additional activities as needed by the Building Coordinator.

7. Assist with safe re-entry when 'all clear' is announced.

8. Request release from duty from Building Coordinator. If emergency is on-going, hand off to replacement and provide briefing on incident status.