

Emergency Evacuation Plan (EEP)

Building Name **Building**

Street Address

City, State, Zip



Revision Date (Month/Year)

Agency 1

Agency 2

Agency 3

Revision Log

Check the applicable box.

Status: <input type="checkbox"/> New <input type="checkbox"/> Major revision <input checked="checked" type="checkbox"/> Minor revision <input type="checkbox"/> Reviewed - no change
Description/Comments: Click here to enter text.

Name **Date** **Signature**

Prepared/Reviewed By:

Table of Contents

Revision Log.....	2
1.0 Introduction.....	4
2.0 Roles and Responsibilities	5
3.0 Instructions.....	6
3.1 Evacuation Procedure.....	6
Assembly Area	7
3.1.1 Fire/HazMat Detection – If You Detect a Fire or Hazardous Material within the Building.....	7
3.2 Shelter-In-Place	7
3.2.1 Active Shooter, Building Intruder or Civil Disturbance.....	8
3.2.2 Tornado Warning:.....	9
3.2.3 Hazardous Materials (HAZMAT) Outside of the Building:	9
3.2.4 Bomb Threat	10
3.3 Return to Normal Operations / Re-entry Procedures	11
4.0 Procedures for Updating the Emergency Evacuation Plan.....	11
4.1 Modifications to the Emergency Evacuation Plan.....	12
EMERGENCY TELEPHONE NUMBERS.....	13
EEP PERSONNEL.....	14
APPENDIX A	15
Evac Site Plan.....	15
Evac Map	16
APPENDIX B	17
FLOOR WARDEN REPORT	17
APPENDIX C	18
INCIDENT COMMAND REPORT	18
APPENDIX D	19
TELEPHONE/BOMB THREAT CHECKLIST	19
Employee Acknowledgment Form	21

1.0 Introduction

1. The purpose of this Emergency Evacuation Plan (EEP) is to provide an orderly evacuation and full accountability of all personnel and visitors from the Building Name Building in the event of a Fire, Bomb Threat, Violence in the Workplace, Biological Threat, Chemical Threat, Radiological Threat, or any other threat caused by Natural Causes.
2. This EEP describes evacuation procedures, designates roles and responsibilities, provides a mechanism for monitoring and updating the existing EEP, and requires evaluation for effectiveness of the existing evacuation plan.
3. Evacuation drills shall be held at least annually and evaluated for effectiveness.
4. The Building Name Building Emergency Evacuation Team will review and update the Plan on an annual basis. A copy of the plan shall be distributed to all employees within the building.
5. An EEP is a requirement for all state owned and leased office buildings. This is also a requirement of the State, City and Local Fire Codes.
6. Compliance with this Plan helps to ensure the safety and security of employees and members of the public
7. All employees who work in the Building Name Building shall read the EEP and become thoroughly familiar with their role and responsibility for making this EEP work. They shall sign the Acknowledgment of Emergency Evacuation Plan (Last Page) and return it to their respective department's human resources or personnel bureau.

2.0 Roles and Responsibilities

The following responsible persons or designee are identified as having a primary function in the performance of this Emergency Evacuation Plan.

- **First Responder-** Personnel from Fire Department, State Police, or other Emergency Responder shall:
 - a. Take over as Incident Commander upon their arrival and,
 - b. Assume command of the incident.
- **Incident Commander-** An identified state employee and an alternate who are the person responsible for all aspects of the Evacuation Process and all persons involved. They are the point of contact for Area Wardens and First Responder. The Incident Commander will:
 - a. Have adequate training to conduct the operations required in the event of an emergency.
 - b. Wear a **GREEN** vest for easy identification.
 - c. Communicate with all Emergency Evacuation Team members to keep all impacted agencies informed of the current situation at all times
 - d. Work directly with the agencies concerning administrative decisions.
 - e. Complete the Incident Commander Report (Appendix C)
 - f. Make recommendations for improving the operations in the future
- **Safety Officer-**Monitors safety conditions and develops measures for assuring the safety of all personnel involved in the Evacuation of the Building. If possible, Safety Officers should be chosen due to their prior experience and updated certification in First Aid, CPR and Defibrillator operation. The Safety Officer(s) will:
 - a. Wear a **GREEN** vest for easy identification.
 - b. Aid incident commander with coordinating rescue efforts, if needed, prior to First Responders arriving.
 - c. The Safety Officer may administer Basic First Aid, CPR, and AED use when needed until First Responders Arrive.
 - d. The Safety Officer may establish a Triage Area outside of the Building, but separate from the Staging Area, if needed.
- **Area Warden** – Responsible for manning the Staging Area (Appendix A) outside the **Building Name** Building. Employees gather at the staging area upon evacuating the building. The Area Warden(s) will:
 - a. Report directly to the Incident Commander
 - b. Wear an **ORANGE** vest for easy identification
 - c. Ensure on a quarterly basis that they have a current employee listing for all employees in the building
 - d. Conduct accountability “Head Count” at the staging area utilizing the employee listing
 - e. Report missing or injured personnel to the Incident Commander
 - f. Relocate employees to a secondary staging area if the first area has been deemed unsafe,
 - g. Relocate employees to a third staging area identified by the Incident Commander, if the second area has also been deemed unsafe,
 - h. May be assigned to assist in access control of Parking Lots and/or the Building
 - i. Communicate to the Incident commander issues reported to them by the Floor Warden(s).
- **Floor Warden-** Responsible for ensuring employees have evacuated the building and communicating to the Area Warden(s) if issues arise within the building. Floor Wardens will:
 - a. Report directly to the Area Warden,
 - b. Wear **ORANGE** vests for easy identification,

- c. Check offices, bathrooms, Handicap Staging Areas, and other spaces prior to exiting the area
 - d. Ensure corridor doors are closed when exiting,
 - e. Close office doors, if time permits.
 - f. Immediately report any missing personnel, injuries, or problems to the Area Warden.
 - g. Stay with individuals unable to evacuate, in identified staging areas inside of the building until First Responder arrives, if possible
 - h. Complete the Floor Wardens Report (Appendix B) and submit it to the Area Warden reporting evacuation details noting any injuries or problems.
- **Employee** – All other state employees within the Building during an emergency evacuation event. Employees will:
 - a. Read the latest version of the EEP and will know what procedures to follow in case of an emergency evacuation.
 - b. Upon notification of an emergency, **IMMEDIATELY EVACUATE** the building using the nearest safe exit
 - c. Follow the instruction in the Plan,
 - d. Follow the instructions from the Floor Warden,
 - e. Utilize stairs and not the elevator.
 - f. Report to the Staging Area (Appendix A) and check in with the Area Warden for a head count and report any issues that may have been encountered

3.0 Instructions

Evacuation is immediate when the emergency evacuation alarm (fire alarm) has been triggered, usually in the instance of a FIRE. Other instances may require the determination to stay in a safe location within the building. Safe locations are determined based on the type of threat. When the threat has been determined and evacuation is then necessary the fire alarm may be triggered.

3.1 Evacuation Procedure

If an emergency evacuation alarm has been triggered, follow these steps to safely evacuate the building:

1. **IF POSSIBLE**, all occupants shall close windows and doors as they exit, as well as take their personal items with them, including car keys, purses, etc., without delay.
2. **Do NOT use the elevators**
3. Evacuate the building by exiting through the nearest Fire Exit
4. Stay calm and exit the building as quickly as possible.
5. Assist employees and/or people in the building with special needs including mobility limitations or anyone who may be injured. Only use the mechanical equipment such as an “Evacu-Trak” if you have received training on its use and are comfortable using it. Handicap Staging Areas are identified on the Evacuation Maps for Each Floor (see Appendix A), and should be utilized to stage any persons that need physical assistance evacuating the building. Report any and all persons stationed at the staging area to the Floor Warden/Area Wardens.
6. At all times, follow the instructions of the Floor Wardens identified by brightly colored ORANGE safety vests.
7. Immediately report all injuries to the nearest Area/Floor Warden or Supervisor. Area/Floor Warden and/or Supervisor should then report the injury to the Safety Officer and Incident Commander.
8. Once outside of the building, report to your Area Warden at the Designated Assembly Area. **Do not leave this area** until directed to do so by the First Responder.

DO NOT GO HOME OR ELSEWHERE, AS IT MAY BE ASSUMED YOU ARE INJURED AND/OR STILL IN THE BUILDING!

Assembly Area - Designated areas are established to speedily and safely account for all individuals once they have evacuated the building.

- a. Primary and secondary staging areas have been established see Appendix A
- b. Staging Areas are established within a reasonably safe distance from the building to get accountability. If the incident requires for staging to be farther than the initial staging area(s) identified, First Responders will identify the location and assist in relocating.
- c. Staging Areas are located to avert dangers from vehicle traffic and should not be located in the same area as the First Responders Staging Area.

Unidentified object or threat in a staging area – All personnel should be highly aware of suspicious devices such as packages, boxes, backpacks, large radio (boom boxes) etc., in the staging area. If an object looks questionable:

- a. Advise the first available Evacuation Team Member (Floor Warden, Area Warden, Safety Officer, etc.) of the object.
- b. The Incident Commander will take immediate action and move all personnel to the secondary staging area as quickly and safely as possible.
- c. If another suspicious object is identified in the secondary location, the Incident Commander will assign a third staging area location.
- d. All personnel should be directed to stay as far away as possible from the object.
- e. The Incident Commander will communicate with the First Responders to inform them of the object(s)
- f. Detailed information should be relayed to the First Responder describing the area and type of device observed.
- g. All personnel shall wait for instructions from the First Responder

3.1.1 Fire/HazMat Detection – If You Detect a Fire or Hazardous Material within the Building

1. Activate the closest pull station to immediately notify the building occupants to evacuate.
2. Call “911” to notify the fire department.
3. Provide information to the fire department:
 - a. Your name
 - b. Your phone number
 - c. Department name
 - d. The building name
 - e. Building address
 - f. The location of the fire (floor and room number)
 - g. The location of any known occupants
 - h. All other pertinent information

DO NOT HANG UP THE PHONE UNTIL YOU ARE TOLD TO DO SO BY THE FIRE DEPARTMENT!

3.2 Shelter-In-Place

A situation may occur in which the safety of occupants is best assured by remaining in place in a safe location.

Immediately Go To A Safe Location In Your Building.

3.2.1 Active Shooter, Building Intruder or Civil Disturbance

A. Employees:

- **Report the incident:**

If possible, call 911 or facility/organizational security _____

- **RUN - Evacuate if possible**

1. Determine an escape route based on where an active shooter may be located.
2. Leave your belongings behind. Keep your hands empty and visible at all times.
3. Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
4. Move quickly to a safe place far from the shooter and take cover. Remain there until police arrive and give instructions.
5. Remain calm. Avoid screaming or yelling as you evacuate.
6. Follow all instructions of law enforcement.

- **HIDE - Shelter if necessary**

1. Go to the nearest room or office and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
2. Identify an escape route in the event you are directed to evacuate.
3. Close blinds, turn off lights, and cover windows.
4. Silence all noise, including cell phones, radios, and computers.
Have one person call 911, if it is safe to do so. Be prepared to answer the dispatcher's questions.
5. If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
6. Stay out of sight and take cover behind large, thick items or furniture.
7. Do not open the door until the person can provide an identification badge.
8. Remain under cover until law enforcement advises it is safe to evacuate.
Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.

- **FIGHT - Take action, if you must**

If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- **Respond Appropriately When Law Enforcement Arrives**

1. Remain calm and follow officers' instructions.
2. Raise your hands, spread your fingers, and keep hands visible at all times.
3. Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
4. Do not make quick moves toward officers or hold on to them for safety.
5. Avoid pointing, screaming, or yelling.
6. Do not stop officers to ask for help or directions. Evacuate the building in the direction the officers arrived while keeping your hands above your head.

7. For your own safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

B. Facility Management and Security:

· Control Access and Account for Personnel

1. Do personnel have the ability to remotely lock buildings or deactivate card readers?
How does that impact the need to account for employees?
2. How will management notify employees of the situation and its location?
3. How will personnel allow site and building access to emergency responders?
4. Account for full-time, part-time, and contract employees

3.2.2 Tornado Warning:

1. Position yourself in the safest portion of the floor area away from glass. Be prepared to kneel facing a wall and cover your head.
2. In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
3. If time permits, employees of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building.
4. Direct any visitors you encounter to take appropriate actions.
5. Assist individuals with special needs, including mobility limitations, if possible
6. Try and obtain additional clarifying information by all possible means (TV, radio, email, etc.)

3.2.3 Hazardous Materials (HAZMAT) Outside of the Building:

With accidental or intentional release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

1. Do not leave the building.
2. Shutoff the HVAC system from bringing in outside air, if possible.
3. Locate a designated shelter area within the building or move to an appropriate shelter area that meets the following conditions:
 - a. Find a room located in an interior space of a hardened structure on the second floor or above (many chemicals are denser than air and will collect in low areas)
 - b. Find a room that does not possess any windows or skylights.
 - c. Have ample space for everyone that is expected to occupy the shelter to sit comfortably.
 - d. Attempt to block all openings into the room with whatever materials are present in the room such as tape, plastic trash bags, and clothing.
 - e. Remain sheltered in place until instructed to leave by First Responder.
4. Do not use elevators as they may pump air into or out of the building.
5. Direct any visitors you encounter to take appropriate actions.
6. Assist individuals with special needs, including mobility limitations, if possible.
7. Call “911” to notify the fire department.
8. Provide information to the fire department:
 - a. Your name
 - b. Your phone number
 - c. Department name
 - d. The building name

- e. Building address
- f. The location of the spill (floor and room number)
- g. Chemical(s) or product(s) involved
- h. Approximate quantity
- i. Status of the spill (contained, abating, increasing, etc.)
- j. The location of any known occupants
- k. Injuries or property damage
- l. All other pertinent information

**DO NOT HANG UP THE PHONE UNTIL YOU ARE TOLD TO DO SO BY THE
FIRE DEPARTMENT!**

3.2.4 Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm and obtain information with the checklist (Appendix D).

DO NOT:

- ⊗ **Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.**
- ⊗ **Evacuate the building until police arrive and evaluate the threat.**
- ⊗ **Activate the fire alarm.**
- ⊗ **Touch or move a suspicious package.**

Signs of a Suspicious Package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected

If A Bomb Threat Is Received By Phone:

1. Remain calm. Use checklist (Appendix D)
2. If your phone has a display, copy the number and/or letters on the window display.
3. The most crucial information you can obtain from the caller is **detonation time, location, and appearance of the bomb.**
4. Don't hang up. Have someone call 911 from another phone (landline). Give the phone number where the bomb threat is received.

If a bomb threat is received by note:

1. Call 911 immediately.
2. Do not handle the note.

If A Bomb Threat Is Evaluated As A Serious Threat:

Once the police arrive and have evaluated the situation as being a serious threat, the Floor Warden(s) will alarm occupants in the area by giving 3 blasts of a Whistle or Air Horn, pause and repeat until the occupants in the area have exited the building.

Refer to 3.1 Evacuation Procedure on evacuation Process

3.3 Return to Normal Operations / Re-entry Procedures

After the emergency situation has been resolved employees may be allowed to reenter the building and resume normal operations. The “All Clear” signal may only be issued by:

- First Responders
- Facilities Management Division Fire Safety Manager
- Facilities Management Division Operations & Maintenance Bureau Chief or Manager

Area Warden will notify employees they may reenter the building after receiving the “all clear”.

4.0 Procedures for Updating the Emergency Evacuation Plan

This Emergency Evacuation Plan has been designed to provide the simplest, safest, and fastest method for evacuating all of the employees from the building in the event of an emergency. This plan has taken into consideration the shortest distances to the nearest exit, the number of people using each exit, and the number and type of obstacles each employee will encounter during an evacuation.

The effectiveness of this plan will be affected by a variety of items. Among these are the following:

1. A significant increase or decrease of employees assigned to a work area.
2. The permanent closing of an existing doorway or hallway.
3. Construction or removal of permanent walls or room dividers.
4. Movement or placement of office equipment or furniture, which may obstruct an established escape route.

Each of these actions must require prior approval so that the existing Emergency Evacuation Plan may be evaluated and revised accordingly. The individual requesting one of the above actions or any action which may affect the Emergency Evacuation Plan will be required to do the following:

4.1 Modifications to the Emergency Evacuation Plan

Request a Building Modification through the FMD Asset Management Bureau per the State of New Mexico Facilities Management Division Tenant Agreement (GSD Form 601-MO rev. 11/15) subsection “S”.

“S. Alteration to Premises - Buildings and Grounds: Any changes or alterations to the existing structures or modification to the property ***MUST*** be approved by the Facilities Management Division. The Facilities Management Division has established a Modification Committee that is responsible for reviewing and approving all changes to State owned property. All Agencies must submit the modification form(s) as follows:

1. Download the Modification form with instructions from the General Services Department – Facilities Management Division web page.
http://www.generalservices.state.nm.us/facilitiesmanagement/Forms_and_References.aspx
2. All information required by the instructions will be provided.
3. All requests will include a scope of work, funding source, price quotes and drawings.
4. The Facility Coordinators will present their alteration request to the Modification Committee. The agency may invite contractors, to present proposals and answer technical questions.
5. The Modification Committee will meet and decide whether all requirements were met and approved, request additional information or disapprove the request.
6. Any alterations or improvements will become a part of the Premises and will remain with the Premises upon expiration of this agreement.”

EMERGENCY TELEPHONE NUMBERS

Telephone the following emergency telephone numbers during an emergency:

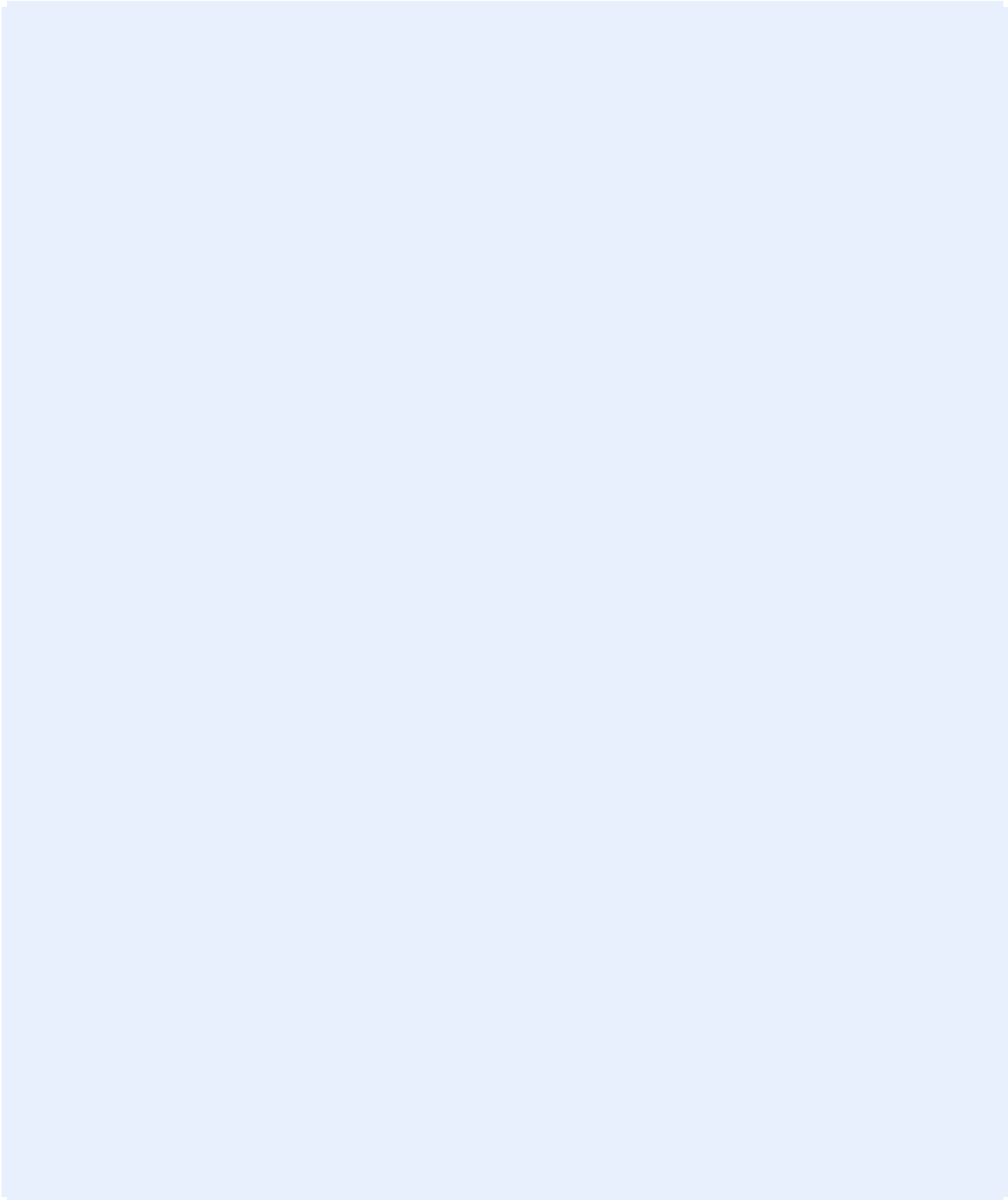
Organization		Telephone
EMERGENCIES		911
NM Facilities Management		(505) 476-2425
New Mexico State Police		(505) 841-9256
Santa Fe Regional Dispatch <i>Fire & Police</i>		(505) 428-3710 (505) 428-3730
GSD/FMD Campus Operator	Central/East	(505) 412-3646
	South	(505) 795-1133
	West	(505) 231-2555
	DPS Maint. Mgr.	(505) 231-2529
GSD/FMD Fire Safety		(505) 690-3558
GSD/FMD Env. Safety & Predictive Maint. Mgr.		(505) 690-3987
GSD/FMD O&M Bureau Chief		(505) 470-8496
Department of Homeland Security & EM		(505) 476-9600
Federal Bureau Of Investigations <i>-if no answer call Albuquerque office</i>		(505) 428-2403 (505) 889-1300
NM Poison Control		(800) 222-1222

APPENDIX A

Evac Site Plan



APPENDIX A
Evac Map



APPENDIX B

FLOOR WARDEN REPORT

1. Day/Date: _____

2. Injuries:

Name

Type of Injury

Action Taken

<u>Name</u>	<u>Type of Injury</u>	<u>Action Taken</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Comments:

5. Completed by: _____ **Division:** _____

APPENDIX C

INCIDENT COMMAND REPORT

1. Day/date: _____
2. Time of notification: _____
3. Method used:
 Verbal ___ Alarm System ___ (alarm system activated by _____)
4. Type of evacuation:
 Scheduled Drill ___ Unscheduled Drill ___ Actual Fire ___
 Actual Bomb Threat ___ Other (describe): _____
5. Emergency personnel:

Fire Department		Police Department	
Notified	YES ___ NO ___	Notified	YES ___ NO ___
Time		Time	
Responded	YES ___ NO ___	Responded	YES ___ NO ___
Time arrived		Time arrived	

6. Injuries:

<u>Name</u>	<u>Type of Injury</u>	<u>Action Taken</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Return to work:

Employees returned to work ___ or sent home ___ at _____ am/pm

8. Comments and recommendations:

9. Completed by: _____

APPENDIX D

TELEPHONE/BOMB THREAT CHECKLIST

1. Keep caller on the line—the longer he/she talks, the more we can learn.
2. Record as much of the message as possible on the form below—try to get exact words.
3. Tell the caller (if applicable) that the building is occupied and that the threatened action could result in the death or serious injury to many innocent persons.
4. Immediately upon termination of the call, call 911 and report information to Law Enforcement.

Date **Time of Call** **Time Caller Hung Up**

Exact message (if possible):

Ask Caller:

- Where is bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- Why this building? _____
- Who put it there? _____

Information About Caller:

- Where is caller? (Describe background and level of noise) _____
- Sex: ____ Male ____ Female • Pitch of Voice: ____ Low ____ Moderate ____ High
- Speech: ____ Stutter ____ Accent ____ Peculiar Dialect: _____
- Estimated age: ____ • Voice Familiar? ____ Yes ____ No Who? _____

Name and Location of Person Receiving Call: _____

Caller's Voice		Background Sounds		Threat Language
Calm	Nasal	Street Noises	Factory Machinery	Well Spoken (Educated)
Angry	Stutter	Crockery	Animal Noises	Foul
Excited	Lisp	Voices	Clear	Irrational
Slow	Raspy	PA System	Static	Message Read
Rapid	Deep	Music	Local	Taped
Soft	Ragged	House Noises	Long Distance	Incoherent
Loud	Clearing Throat	Motor	Booth	
Laughter	Deep Breathing	Office Machinery	Other	
Crying	Crackling Voice			
Normal	Disguised			

PAGE INTENTIONALLY LEFT BLANK

Employee Acknowledgment Form



Acknowledgement Form

For the **Building Name** Building Emergency Evacuation Plan.

I, _____ am officially stating that I received the
(Print name)

Building Name Building Emergency Evacuation Plan (Dated **Month/Year**). I understand that I am responsible for reading and adhering to this plan effective immediately.

Signature

Date

Division/Department Name

Work Group (optional)

CC: Employee Personnel File/Non-Confidential