



EMERGENCY EVACUATION PLAN TEMPLATE

Howard County is no stranger to emergencies due to natural and human-caused hazards, including but not limited to: severe winter weather, utility disruptions, and transportation hazards. Other emergencies that may affect the workplace include fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological incidents, civil disturbances, and workplace violence. Consider how these emergencies may affect your ability to do business (e.g., a power outage may inhibit your ability to accept credit cards). You can find more information about hazards on the [Ready HoCo page](#) on our website. You can also [request a public education visit](#) from the Office of the Fire Marshal.

HOW TO USE THE TEMPLATE

To use this template, fill in each section 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 higher 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. Ensure that your assembly area is large enough to accommodate all employees that will need to evacuate.

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 online 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	
Address	
Telephone	
Contact Name	
Contact Title	
Last Revision Date	

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.).
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EVACUATION PLAN

Evacuation Triggers

Evacuation may be required if there is an incident or hazard impacting the building. The first step in creating an evacuation plan is understanding what events require evacuation compared to sheltering in place. This decision may depend on structural integrity of the type of building you work in. In general, the following events *always* require evacuation: your life is in danger, you smell gas, or if you smell or see smoke or fire.

List other events that may require evacuation of your business:

Evacuation Procedures

The next step in building your evacuation plan is outlining general procedures to be taken if an evacuation is required.

Below is an example of evacuation procedures for a fire. You can use these pre-scripted procedures, if appropriate, and also create other procedures for different types of hazards your business may encounter.

- 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.

Evacuation Roles

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	Trains staff in evacuation procedures and ensures staff understand workplace layout and alternate emergency exits. Leads staff in evacuating.
Floor Warden (one per floor)	Instructs employees from danger to safe areas during an emergency. Performs a final sweep of the evacuated area.
Searchers (one per floor)	Checks offices, restrooms, and other spaces before exiting an area.
Stairwell/Elevator Monitors	Ensures that staff are safely using stairs or elevators (if operational) during evacuation.
Aides for Persons with Disabilities	Assists persons with disabilities to evacuate the facility safely.
Assembly Area Monitors	Accounts for evacuees at the assembly area by taking roll call. Determines if anyone is missing. If employees or clients are missing, calls 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):

[illegible]

Notification and Assembly Point

Evacuation Process	Evacuation Process Description
Employees (and clients) will be warned to evacuate the building using the following system (e.g. fire alarm, cell phone alerts, PA system):	
Employees should assemble at the following location for accounting by the evacuation team (e.g. parking lot behind the facility, next to the dumpsters):	

Evacuation Map

Add an evacuation map of your facility here. You can create maps from floor diagrams with arrows that designate the exit route assignments. Evacuation maps should have labelled locations of exits, assembly points, and equipment (e.g. fire extinguishers, first aid kits, and spill kits) that may be useful in an emergency. Evacuation routes should be clearly marked and well lit, wide enough to fit evacuating personnel, unobstructed and clear of debris, and unlikely to expose staff to additional hazards.

SHELTER-IN-PLACE PLAN

Shelter-In-Place Triggers

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 it is unsafe to evacuate. Different threats require slightly different sheltering recommendations and evacuation requirements.

List events that may require your business to initiate shelter-in-place procedures:

Evacuation Procedures

The next step in building your shelter-in-place plan is outlining general procedures to be taken if shelter-in-place procedures are required.

Below is an example of shelter-in-place evacuation procedures. If appropriate, you can modify these pre-scripted procedures to fit your organization's needs.

- 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.

Shelter-In-Place Roles

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
	Monitoring weather radio and cell phone alerts for shelter-in-place orders
	Communicating to the organization that a shelter-in-place alert has been issued
	Using sign-in sheets to determine if all employees and clients are accounted for

Notification and Assembly Point

Shelter-In-Place Process	Shelter-In-Place Process Description
Employees (and clients) will be warned to shelter-in-place using the following system (e.g. fire alarm, cell phone alerts, PA system):	
Employees should assemble at the following shelter-in-place room (should be an internal room with limited or no external windows) (e.g. break room, internal stairwells):	

Shelter-In-Place Map

Add a map of your facility showing where the Shelter-In-Place Room is located.