

This publication is provided as a "basic" tool in the development of an evacuation program. It is aimed at buildings with larger populations, including high-rise buildings and places of public assembly, but can be used as a guide for most buildings.

This publication is to be used only as a guide. Each occupancy should be reviewed for specific needs and professional assistance should be employed in the development and implementation processes.

Additional information can be obtained by contacting Your local police and fire departments and from publications from "The National Fire Protection Association" (www.nfpa.org) and OSHA (www.osha.org)



EVACUATION FACT SHEET



This publication has been prepared by the *Private Security Committee* of The Connecticut Police Chiefs Association

PLANNING CONSIDERATIONS

- Designate a life safety leader and alternates (persons who have authority to make decisions)
- Establish an evacuation team under the direction of a leader
- Establish a policy on criteria for evacuation
- Designate the authority to put the evacuation policy into action
- Conduct training and drills at least semi-annually
- If the organization has a security force, they should become a major part of the evacuation program
- Instruct all building occupants on evacuation procedures (new personnel should receive initial training and all personnel should receive re-training at regular intervals)
- Establish procedures to deal with visitors, vendors, contractors, and all personnel who are not regular occupants

MOST COMMON EMERGENCIES THAT CAUSE EVACUATIONS

- Fire
- Bomb Threat
- Hazardous Materials Incident (Biological, Chemical, Radiological)
- Gas Leaks and/or Odors

WHAT ALL OCCUPANTS SHOULD KNOW

- Posted emergency floor plan for their area
- All exits on their floor (primary and secondary)
- Designated assembly areas
- Location of fire alarm pull stations On their floor and how to use them
- Emergency phone numbers
- Members of the evacuation team
- Disabled and special needs occupants who might need assistance during an evacuation