Emergency Evacuation Routes
and
Meeting Locations

Alarms

- In the event of an fire alarm, all occupants shall evacuate the immediate area.

- **EVACUATE** if the fire audible alarms are activated
  - *Unless informed (verbally/written) by the Safety Department or Fire Safety Coordinator that a test is being conducted*
  - *MUST BE INFORMED IN ADVANCE*

- Do **NOT** evacuate if strobes alone are activated

Evacuation Process

- **Occupants shall follow the primary evacuation route (red) for the area the are occupying.**

- **If the primary route is blocked, follow the secondary route (green).**

- **Individuals visiting an area shall evacuate with the personnel and report to the headcount person.**

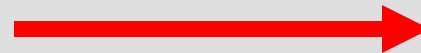# Example of Primary and Secondary Evacuation Routes

South
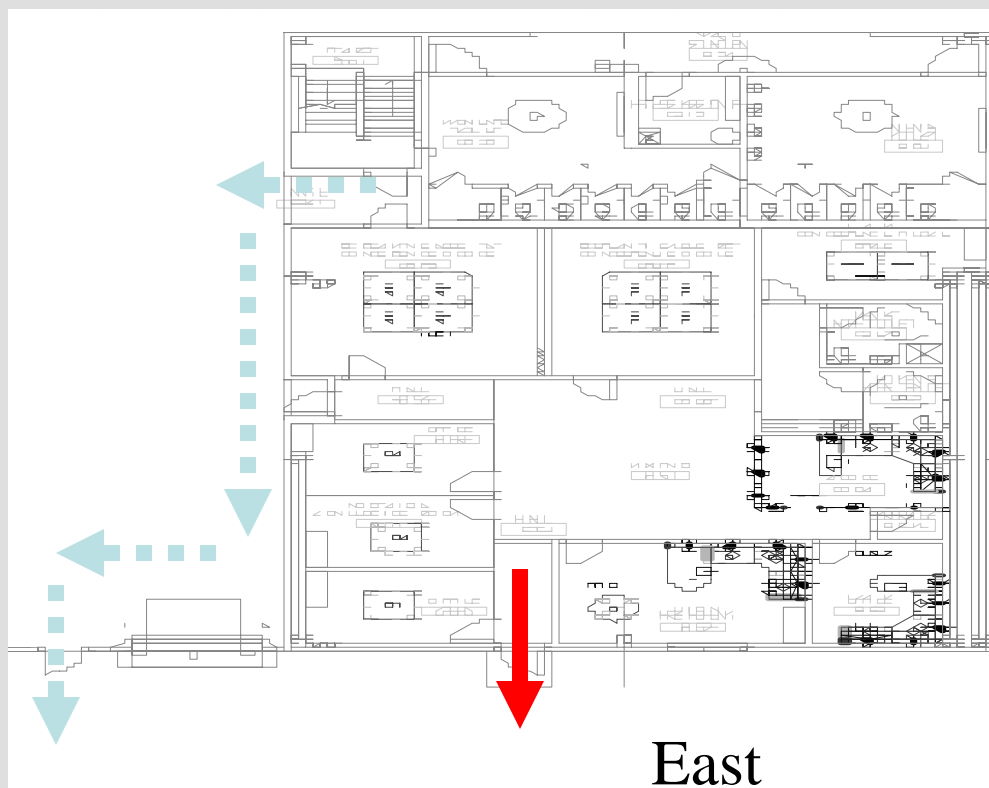
North

East

At the base of the hill directly east of the primary exit door

Evacuation Maps

- **Primary Route(s)**

- **Secondary Route(s)**

- **Meeting Locations**

Evacuation Routes

- **Evacuation routes are posted at entrances throughout the facility and in conference rooms.**

- **All assembly/ meeting areas are identified by a blue triangular sign with an assigned "Rally Point" number.**

- **Upon evacuation – go directly to your rally point and report to the evacuation warden.**

- **If you are not in your normal area during evacuation, go to the closest gathering point and report directly to the evacuation warden/Supervisor. The evacuation warden/Supervisor will call your location into security.**

Rally Points

- **Individuals evacuating shall assemble at the area's assigned Rally Point Number.**

- **Individual shall remain at this Rally Point, until the headcount is completed and an "All Clear" has been given.**

Softail Rally Points

- **Rally Points #1, 3, 6 and 7**
  - *Dependent upon area of work performance and construction activities. Contractor personnel shall evacuate with employees in the area.*

- **Rally Point #8**
  - *Buildings 13, 70, 58 59, 52, and 66*

- **Rally Point #9**
  - *Southern third of Building 2 (From column line 33/34 to 48 just South of Crystal Palace)*

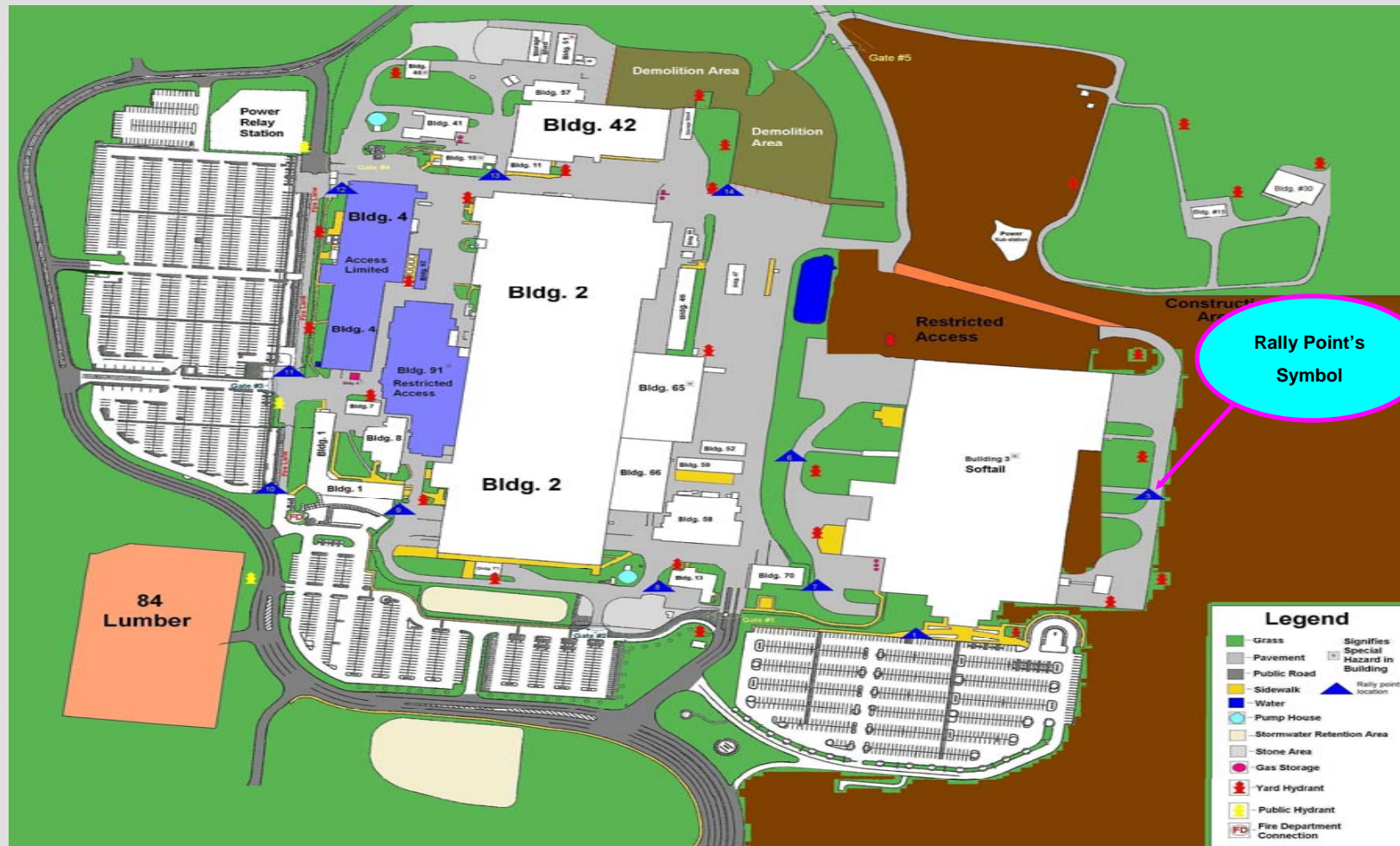- **Rally Point #10**
  - *Building 1*

- **Rally Point #11**
  - *Buildings 7, 8, 91, and middle third of Building 2 (column line 21 to 32)*

- **Rally Point #12**
  - *Buildings 4 and 92*

- **Rally Point #13**
  - *Buildings 10, 11, 41, 42, 57, and Northern third of Building 2 (column line 1 to 11), Post Assembly, Wheel Area (E13 – E17)*

- **Rally Point #14**
  - *Buildings 42, 46 and 65*
  - *Building 2 Assembly (column line 11 – 25)*

Headcount Personnel

Hourly

- *Supervisor or Support Leader*

- *Follows chain-of-command in their absence*

- *Evacuation Check Sheet for Supervisors*

Salary

- *Supervisor or chain-of-command*

- *Evacuation Wardens will be established for each "office" area*

- *Evacuation Check Sheet for Wardens*

Evacuation Warden /Supervisor Headcount Procedure

- Maintain an up to date list of individuals that work in your area.

- Keep the list on a clipboard in convenient place.

- During an audible alarm, communicate the need to evacuate.

- Take the clipboard with you, evacuate building by the established evacuation route and go to gathering point.

- Take a role call to determine if everyone is accounted for on the list.

Evacuation Warden /Supervisor Headcount Procedure

- As a group, determine the location of absent people (e.g. vacation, off sick, off site, etc).
- Security will call out to each Rally Point number. Only one evacuation warden or Supervisor from each "Rally Point" shall give the headcount to Security. As a rule, the first Warden or Supervisor at the rally point shall be responsible for calling in all headcounts for the respective assembly area
- Notify security of any missing individuals and/or extra individuals that are not with your normal group, when security call your Rally Point number.
- Permit individuals to re-enter the evacuated building only after an all clear is given by security.

Clearing an Evacuation

- No person shall return to any area that has been evacuated until the Headcount Person has indicated it is safe to do so

- The Headcount Person will be notified by Security/Safety Department