



Office of the Commissioner Fire Drill/Evacuation Policy

Policy # DHHS-18-05

Issue Date: 12/16/05
Revised Date: 10/5/12

I. SUBJECT

Fire Drill/Evacuation Policy

II. POLICY STATEMENT

Each Building Coordinator and/or District Operations Manager will develop an evacuation plan and coordinate fire drills on a quarterly basis.

III. RATIONALE

It is important to ensure a mechanism exists which assures the prompt evacuation of all staff in the event of an emergency.

IV. PROCEDURE STATEMENT

The procedures outlined below will be followed for prevention of fire and responding in the event of a fire;

A. Fire prevention and procedures:

Prevention includes safe housekeeping practices in keeping corridors, stairways, hallways, and fire doors closed and clear.

Keep flammable liquids in appropriate containers and in storage areas.

In the event of a fire, activate the nearest alarm, evacuate the building, and call the emergency number 911 (or 9-911, depending on whether you need to access an outside line) and provide the following information:

1. Nature of the fire emergency
2. Location of the Fire Emergency
3. Extent of the Fire Emergency
4. Name
5. Entrance locations
6. Remain on the line

- B. Should an emergency occur, utilize the following evacuation procedures prescribed for your location:
- a. Do not use the elevator.
 - b. Secure valuables quickly.
 - c. Close all doors in immediate work area.
 - d. Exit in an orderly manner using the nearest safe exit route.
 - e. Provide assistance to all employees or visitors as needed.
 - f. Once outside, merge with other people and move away from the building to your designated area.

V. DEFINITIONS

Building Coordinator – Each building will be assigned a coordinator who will be responsible for internal safety measures. The coordinator will be appointed by the appropriate Office Director or Chief Operating Officer.

Evacuation Plan – The plan will consist of building layouts marking all means of egress, fire extinguishers, first aid kits and any emergency/rescue training employees' names and phone numbers. The plan will be posted on all bulletin boards and a copy distributed to every employee by the building coordinator. It is the responsibility of every supervisor to supply this plan to all employees hired after the initial distribution

VI. DISTRIBUTION

All employees, via email and posting on the Intranet.

October 5, 2012

Revised Date



Mary C. Mayhew
Commissioner