Office of the Commissioner
Fire Drill/Evacuation Policy

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Revised Date: 11/16/18

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 at least once per year.

III. RATIONALE

The goal of workplace fire drills is to familiarize employees with emergency procedures and the location of egress routes/exits to ensure prompt, orderly 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 response in the event of a fire:

A. Fire Prevention:

All staff are responsible for maintaining order and cleanliness in the interest of fire prevention and safety by:

- Keeping corridors and stairways clear of equipment, furniture and debris;
- Keeping fire doors closed;
- Ensuring that trash is placed in appropriate receptacles both inside and outside of the building;
- Smoking in authorized areas only and disposing of products properly;
- Being alert and reporting frayed or overloaded electrical wires, "daisy-chained" surge protectors, and/or other electrical hazards;
- Monitoring food preparation at all times.
B. Fire Drill/Evacuation Procedures:

The following procedures apply in an evacuation/fire drill:

- Be familiar with the building by knowing the location of emergency exits and egress routes.
- Exit the building upon alarm. **All employees are to evacuate.**
- Remain calm, and try to keep others calm.
- Exit in an orderly manner using the nearest exit route.
- Use stairwells. Do not use the elevators.
- Close and secure all doors behind you.
- Proceed to the designated meeting area(s). Keep quiet and listen for instructions from the Office Manager/Office Contact, fire department or other emergency personnel.
- Remain at the designated meeting areas until instructed.

C. Fire Emergency Evacuation Procedures:

Should you notice fire or smell smoke:

- Do not fight the fire. Remain calm.
- Call 911 (or 9-911 if you need to access an outside line):
  - Give your name
  - Provide the name of the building and the address
  - Specify the location of the fire within the building and the extent of the fire emergency
  - Identify any special entrances, if necessary
- Pull the fire alarm box (usually located next to stairwells)
- Exit the building in an orderly manner using the safest egress route.
- **All employees are to evacuate.**
- Use stairwells. Do not use elevators.
- Close and secure all doors behind you.
- Proceed to the designated meeting area(s). Keep quiet and listen for instructions from the Office Manager/Office Contact, fire department or other emergency personnel.
- Notify the first responding agency of trapped or injured persons or persons with disabilities and their location(s).
- Remain at the designated meeting areas.
- Do not re-enter the building unless and until directed to do so by emergency personnel.
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 Deputy Commissioner.

**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.

November 16, 2018

Revised Date

Bethany L. Hamm
Commissioner