

# 25 West Main Handbook

## Staff Organization for Office Building Evacuation

We have modeled our evacuation plan after those used by the Cities of Madison and Chicago, IL. Accordingly, we have generated the following list of recommended procedures for our tenants.

### **Appoint an "Area Captain" for Your Office**

The Area Captain is responsible for emergency coordination and reporting of any potential or actual emergency condition to ULI. The Area Captain is also responsible for organizing his/her emergency team and making sure emergency procedures are carried out. The Area Captain:

- Appoints personnel to the emergency team and fills all vacant positions.
- Maintains an updated roster of all Searchers, Stairwell Monitors, Physically Challenged and Senior Citizen Aides and alternates.
- Maintains an updated roster of emergency team member alternates. An alternate must be selected immediately in the event of sickness or vacation of a team member.
- Alerts key personnel (Assistant Area Captain, Searchers, Floor Leaders, Stairwell Monitors, Physically Challenged and Senior Citizen Aides) of potential emergencies.
- Supervises the activity and training of all key emergency team members.
- Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
- Informs and trains key emergency personnel and all floor personnel in emergency procedures.
- Pre-plans the handling of physically challenged and senior citizen personnel during evacuation.
- Is responsible for the evacuation of floor personnel.
- Is responsible for notifying the Elevator Monitor to evacuate.

### **Appoint "Searchers" for Your Office**

Under the supervision of the Area Captain, Searchers are responsible for finding and evacuating all personnel from the offices, specifically from remote areas such as storerooms, file rooms, coffee areas, etc. Searchers should:

- Be responsible for checking all rooms, including restrooms, conference rooms, reception areas and remote areas, closing, but not locking, all doors behind them. Once a room has been cleared, the Searcher must place a yellow post-it note (or any color) on the door at knee level or below. This sticker will indicate to firemen that the room has been cleared of occupants.
- Advise any remaining personnel in the offices of the emergency and insist on their evacuation.
- Evacuate non-employees found in the offices.

### **Appoint "Stairwell Monitors" for Your Office**

Under the supervision of the Area Captain, Stairwell Monitors are responsible for assigned exits and assist in the orderly evacuation of personnel. The Stairwell Monitor should:

- Inspect stairwells for possible heat and smoke conditions before evacuation.
- Take a position at his/her assigned exit and assist in the orderly evacuation of personnel.
- Instruct personnel to form single file lines into the stairwell and direct personnel to exit along the right side of the stairwell.
- Supervise and monitor evacuation flow while remaining calm and encouraging calmness and

orderliness in evacuating personnel.

- Stay at the exits until Searchers have cleared all personnel from the floor.

### **Appoint a "Physically Challenged/Senior Citizen Aide" for Your Office**

Under the supervision of the Area Captain, the Physically Challenged/Senior Citizen Aide is responsible for making sure all physically challenged and senior citizen personnel are evacuated. This aide should:

- Maintain an up-to-date list of physically challenged and senior citizen employees in the office.
- Implement a "Buddy System" in which one or two Physically Challenged/Senior Citizen Aides will be responsible for evacuating specific physically challenged and senior citizen co-workers.
- Maintain a current list of physically challenged and senior citizen employees including his/her buddy. A copy of this list should be sent to the Area Captain and to the ULI office.

### **Appoint an "Elevator Monitor" for Your Office**

Under the supervision of the Area Captain, Elevator Monitors are responsible for making sure nobody uses the elevators. The Elevator Monitor should:

- Direct employees to the nearest stairway.
- Be familiar with the building evacuation plan and the location of all stairways.
- Stay at his/her designated post until instructed to evacuate by the Area Captain.