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**MANUAL:** Facilities Services  
**TITLE:** Emergency Action Plan  
**RESP:** Assoc. Vice Chancellor – Facilities Services  
**REV. BY:** Director Support Services – Facilities Services

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**POLICY NO:** FS-PR-9.09  
**PROC. NO:** 9.09  
**ORIG. DATE:** 04/17/2021  
**EFF. DATE:** 04/17/2021

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## **EMERGENCY ACTION PLAN**

### **I. PURPOSE**

- A. Each San Jacinto College District location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.
- B. Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.
- C. The emergency action plan must be available to all employees to review. An emergency action plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be orally to employees.

### **II. EMERGENCY RESPONSE PLANNING, ISSUING AND ANNUAL REVIEW GUIDELINES**

- A. Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.
- B. Emergency Action Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:
  - Local emergency services department requirements.
  - San Jacinto College District safety staff and management.
  - The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergencies situations.

### **III. REVIEWING THE EMERGENCY ACTION PLAN WITH EMPLOYEES**

- A. A review of the emergency action plan should occur with employees:
  - When the plan is developed or the employee is assigned initially to a job.
  - When the employee's responsibilities under the plan change.
  - When the plan is changed

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#### **IV. PROCEDURES FOR EMERGENCY EVACUATION PLANNING**

The emergency action plan must include procedures for emergency evacuation. An emergency action plan must include at a minimum procedure for emergency evacuation, including type of evacuation and exit route assignments.

- A. The individual site evacuation procedure shall be appropriate to the risk must be developed and implemented to:
- Notify staff, including the first aid attendant, of the nature and location of the emergency,
  - Evacuate employees safely and procedures to account for all employees after evacuation,
  - Check and confirm the safe evacuation of all employees,
  - Notify the fire department or other emergency responders, and
  - Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

#### **V. LIST OF POTENTIAL EMERGENCIES**

The emergency action plan must include procedures for reporting a fire or other emergency. An emergency action plan must include at a minimum procedures for reporting a fire or other emergency.

- A. Each location shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire or other such emergencies that could cause an evacuation or rescue and list the potential emergencies for San Jacinto College District operations.
- B. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:
- Fire
  - Gas Leaks/Chemical Spills
  - Bomb Threats
  - Medical Emergencies
  - Gas Leaks/Chemical Spills
  - Explosions
  - Workplace Violence
  - Hurricane and Severe Weather

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## **VI. THE FOLLOWING ARE GUIDANCE PROCEDURES FOR POTENTIAL EMERGENCIES:**

### **A. Fire**

- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

### **B. Gas Leaks/Chemical Spills**

Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:

Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit; proceed to the Emergency Assembly Area

- Contact local emergency response personnel by phone or radio
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

If employees are required to control a release of a hazardous substance, to perform clean-up of a spill, or to carry out testing before re-entry, San Jacinto College District shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

## **VII. BOMB THREATS**

- If a threat is received by phone, mail or other means, get as much information as possible.
- If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated.
- Contact local emergency response personnel by phone or radio.
- If a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.

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**VIII. MEDICAL EMERGENCIES**

- Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
- Arrange for emergency medical transportation based on the medical planning portion of the site’s Emergency Action Plan.

**IX. EXPLOSIONS**

- Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
- Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

**X. WORKPLACE VIOLENCE**

- Notify security immediately by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

**XI. HURRICANE AND SEVERE WEATHER**

The hurricane is a tropical weather system with sustained winds of more than 74 mph. Hurricanes are classified into five categories according to wind velocity. Category 1 is the mildest, with winds from 74-95 mph. Category 5 is the strongest, with winds above 155 mph. August and September are peak months of hurricane season, which lasts from June 1 to November 30.

**A. Beginning of hurricane season**

- Have emergency supplies, including a flashlight and extra batteries, first aid kit, food and water, and essential medicines. (more)
- Keep copies of important legal and financial records in a flood protected place.
- Have a campus disaster plan and practice it.
- Make plans for protecting your house, especially the roof, windows, and doors.
- Trim dead or weak branches from trees.
- Follow hurricane progress reports. (more)
- Store drinking water in clean jugs, bottles, or in your bathtub. (more)
- Store or secure lawn furniture and other outside objects that can be blown away or that might shatter windows. (more)
- Store valuables and personal papers in a waterproof container.
- Protect all windows with shutters or precut plywood.
- Turn the refrigerator and freezer to the coldest settings, unless instructed by officials to turn off utilities. Follow food establishment power outage guidelines.
- Fill your car's gas tank and SJCD vehicle gas tanks. Review evacuation routes and gather emergency supplies you would need if you have to evacuate.
- Evacuate safely, if ordered to do so.

**B. After a hurricane**

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- Return to campus only after officials say it is safe to do so.
- Beware of downed or loose power lines. Report them immediately to the power company police department, or fire department.
- Enter buildings with caution.
- Check for gas leaks. If you smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company. (Do not use candles or an open flame until you verify that it is safe.)
- Look for electrical system damage. If you see sparks or frayed wires, turn off electricity at the main fuse box. If there is standing water around your electrical box, call an electrician.
- If you suspect there is sewer or water line damage, call the water supplier.
- If a Boil Water Advisory has been issued for your water system, do not drink or prepare food with tap water until notified it is safe to do so.
- Clean and dry out your home if there has been flooding. (more)
- Take pictures of damage to campus facilities.

**XII. EMERGENCY RESPONSE EQUIPMENT**

**XIII. LISTING OF TYPES OF EMERGENCY EQUIPMENT**

Each site Emergency Action Plan shall identify, list the locations of and provide operational procedures for types of emergency equipment. For off-site locations, available emergency equipment should be identified and reviewed with workers prior to commencing work activities. Examples include:

- Audible alarm and a fire hose cabinet.
- Emergency lighting, exit doors, dampers and fire stop flaps.
- First aid kits located throughout the facility and in vehicles.
- Portable fire extinguishers being located throughout the facility and clearly marked.
- Only authorized and trained personnel will operate emergency equipment.

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**XIV. INSPECTION & MAINTENANCE RECORDS**

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Qualified employees must inspect ropes and associated equipment visually and physically after each use for rescue, evacuation or training purposes.

The San Jacinto College District designated representative will perform and maintain the San Jacinto College District Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

**XV. MEDIA RESPONSE PLAN**

San Jacinto College District employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after San Jacinto College District personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the interview until the San Jacinto College District Legal Department can be contacted. Personnel must not give any work related interviews, affidavits, written or recorded statements, or depositions without the express approval from the San Jacinto College District Legal Department.

In the case of interviews of San Jacinto College District employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to San Jacinto College District management unless requested to do so by the Legal Department. San Jacinto College District personnel are not to give interviews or make statements to the media. SJCD Management prefers that families of personnel involved in an incident receive initial notification from a San Jacinto College District representative and not the media.

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**XVI. TRAINING**

San Jacinto College District shall ensure training for Emergency Action Plan is delivered, documented and prepares the staff and facility for emergency conditions. San Jacinto College District will designate and train employees to assist in a safe and orderly evacuation of other employees. Requirements include:

- All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- The designated site representative shall provide the Emergency Action Plan orientation to all new/transferred personnel before they begin work.
- All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.
- The Emergency Action Plan Orientation Check List shall be completed after orientation and the record maintained in the individual’s training records.
- San Jacinto College District management shall ensure that contractors/consultants working in areas under the supervision of San Jacinto College District also receive the Emergency Action Plan orientation upon arrival to the area.
- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.
- A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained to utilize.

**XVII. LOCATION AND USE OF EMERGENCY FACILITIES**

San Jacinto College District shall ensure each Emergency Action Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can provide assistance in the event of an emergency should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact. Examples include:

- SJCD Emergency Response Department (Initial Responder for All Emergencies If Applicable)
- Local Police, Local Hospital, Poison Center (Poison Response), etc.

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**XVIII. FIRE PROTECTION & RESPONSE**

San Jacinto College District shall ensure each Emergency Action Plan provides fire protection and response planning within each site Emergency Action Plan and is utilized during all phases of work. As a minimum, all shall include the following:

**A. Protection**

- Smoking is not permitted except in designated ‘SMOKING’ areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations. San Jacinto College District personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the San Jacinto College District Emergency Inspection Checklist

**B. Response**

- In the event of a fire, personnel working in facility will adhere to the following procedure for their work area:
- Warn others in the immediate area. Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
- If nearby staff have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher. Remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
- Re-enter only after the Emergency Coordinator has given an ALL CLEAR.



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Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.

**XIX. ALARM & EMERGENCY COMMUNICATION**

Each Emergency Action Plan for San Jacinto College District shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of work activities.

**A. Alarm System**

A system shall be in place to alert employees. The alarm system needs to be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with less than 11 employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.

**B. Communications**

San Jacinto College District responders and security use telephones, cell phones and radios in conjunction with emergency response.

**XX. RESCUE AND EVACUATION PROCEDURES**

**A. Procedures for Rescue and Medical Services**

Each site Emergency Action Plan shall address who performs rescue services when required. It is the position of San Jacinto College District that all rescue and medical duties are performed by emergency responders or local governmental responders when on their location. For off-site locations, evacuation procedures and methods of rescue shall be identified and reviewed with workers prior to commencing work activities.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured employee. Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

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**XXI. PROCEDURE FOR EVACUATION**

**A. Preparation for Evacuation:**

Each site Emergency Action Plan shall contain a procedure for evacuation if required.

San Jacinto College District designated Emergency Coordinator will maintain an active list of all San Jacinto College District and contract emergency responders.

**B. Critical Campus Operations Personnel:**

Staff designated to remain in the facility to shut down or supervise critical operations or equipment will be specifically trained and authorized by management to perform their duties before any evacuation may occur.

**C. Evacuation Drills:**

At least once a year evacuation drills shall be conducted. A pre-drill assessment of the evacuation routes and assembly points shall be conducted before an evacuation drill is completed. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely.

**D. Coordination Within a Facility:**

Emergency training and drills should also be coordinated within a San Jacinto College District facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

**E. Procedures to Account for All Employees After Evacuation**

The emergency action plan must include procedures to account for all employees after the evacuation. An emergency action plan must include at a minimum procedure to account for all employees after evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

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**F. Emergency Evacuation Notification and Routes**

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.
- Evacuate all persons to the identified assembly area and account for everyone including visitors and vendors.

All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

**G. Sweep Check by SJCD Designated Responders**

- San Jacinto College District trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the emergency services personnel.
- Meet the emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.
- In the event of inclement weather, SJCD will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

**H. Evacuation or Drill Evaluation**

Following an evacuation or drill a response review shall be conducted and documented by the San Jacinto College District Emergency Coordinator and lessons learned share with the appropriate responders and staff using the San Jacinto College District Evacuation Report.

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### **I. Emergency Response Program Management**

Contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties. San Jacinto College District site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the San Jacinto College District site manager. His/her alternate will be the San Jacinto College District Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

## **XXII. DUTIES**

### **A. SJCD Emergency Coordinator ensures that:**

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

### **B. During an evacuation or evacuation exercise, the San Jacinto College District Emergency Coordinator:**

- Coordinates activities in accordance with either local authorities or the SJCD Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios or cell phones.

### **C. Following an evacuation or evacuation exercise, the San Jacinto College District Emergency Coordinator:**

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

### **D. San Jacinto College District Site Safety Supervisor**

- Assist the San Jacinto College District Emergency Coordinator when requested.

### **E. Fire Wardens**

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- Be equipped with radios and reflective vests. The equipment is to be handed into the San Jacinto College District Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to SJCD Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.

**F. Residents, Contractors & Visitors**

- All employees, users, contractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

*Refer to Appendix for EAP forms.*