

## Standard #13: Facility and staff are prepared for an evacuation

### Have you conducted regular evacuation drills?

13a. Evacuation routes and exit signs are clearly marked and posted throughout the facility.

- Locate and make copies of building and site maps with critical utility and emergency routes clearly marked. Identify and clearly mark entry-exit points both on the maps and throughout the building.
- Post maps for quick reference by employees.
- Keep copies of building and site maps with your crisis management plan and other important documents in your Go Kit and also at an off-site location. Identify which person will be responsible for taking the Go Kit during evacuation.
- Make copies of building and site maps available to first responders or other emergency personnel.
- Plan two ways out of the building from different locations throughout your facility.
- Consider the feasibility of installing emergency lighting or plan to use flashlights in case the power goes out.

13b. Staff and volunteers are familiar with the evacuation protocols and know where to rally after evacuating the facility.

- Some disasters will require people to leave the building quickly. The ability to evacuate staff, clients and visitors effectively can save lives. People who plan and practice how they will get out of the building in an emergency are better prepared than those who do not.
- Decide in advance who can order an evacuation. Create a chain of command so that others are authorized to act in case your designated person is not available. If local officials tell you to evacuate, do so immediately.
- Be sure to take time to specifically account for diversity in how information is received and acted upon.
- Identify who will shut down critical operations and lock the doors, if possible, during an evacuation. Emphasize personal safety first.
- Identify roles to help in evacuation. Alarm systems, flashing lights and announcements do not ensure that everyone on site will be aware of the need to evacuate. Identify people in each area of your building who will sweep the area as they exit.
- Train others who can serve as a back-up if the designated person is unavailable.
- Write down, distribute and practice evacuation procedures.
- Establish a warning system. Test systems frequently.
- Designate an assembly site. Pick one location near your facility and another in the general area in case you have to move farther away.
- Talk to staff in advance about the importance of letting someone know if they cannot get to the assembly site or if they must leave it. Have sign in sheets and designate certain staff responsible for retrieving these to account for guests and customers when you get to the assembly site.

## Key Tools for This Standard

- [Collaborating Agencies Responding to Disaster \(CARD\), Sections I and K](#)
- [Ready.gov - Planning](#)  
This is a FEMA website that assists businesses with conducting risk assessments, business impact analyses, hazard prevention and deterrence, and risk mitigation.
- [Orientation Manual for First Responders on the Evacuation of People with Disabilities](#)
- [Americans with Disabilities Act \(ADA\) Checklist for Readily Achievable Barrier Removal](#)
- [Occupational Safety and Health Administration \(OSHA\) Plans and Procedures](#)  
This website provides VERY useful information regarding evacuation plans that encompass staff, clients, and visitors in addition to examples and interactive demonstrations.

[Agency Emergency Planning Contact Info](#)