

# b:pre (PARED!)

## CONTINGENCY PLANNING: LIFE SAFETY

This is the protocol for safeguarding employees, vendors, and visitors when a disaster occurs. The intent of the Life Safety Plan is to protect lives, reduce injuries, and quickly provide medical attention where necessary. There are two components of this plan: evacuation and shelter in place.

It is extremely important to regularly practice evacuation and shelter in place in order for the plan to work efficiently. Remember to have the local Fire Captain (not the Fire Marshal) inspect the premises and review the evacuation and lockdown plans.

### EVACUATION

- Prior to a disaster, identify staging areas at least one, if not two blocks away from the premises, and have the departments' gathering places well marked.
- To ensure no one is left behind, appoint department/section fire marshals and make sure everyone knows where their staging area is located.
- If employees are in another department at the time of the disaster, they will go to that department's staging area. This applies to visitors as well.
- Have a buddy system for anyone who needs assistance leaving the building and consider placing those people close to the exit.
- Each departmental staging area will have a supervisor with a radio for crowd control, first aid, and to ensure the incident command leader's orders are followed.
- There will also be someone to take and report attendance to the incident command leader or their designate. For example, the receptionist may be responsible and would take the employee and visitor sign-in registers to the incident command leader's area and consolidate all the attendance reports from the departments.
- Attendance should be completed within ten minutes of the evacuation.

### SHELTER IN PLACE

In case of workplace violence or a hazardous environment, all employees and visitors are directed to "safe" rooms where they may quickly gather and be protected from the event occurring in the building.

- This room should contain an emergency phone with an outside line, radios, some basic supplies, first aid kit, etc.
- Identify the procedure for an "all clear" notification.
- Have the police and fire captain review these rooms and procedures.
- This is just a start. Do your homework and develop comprehensive plans to protect your employees.



**REMEMBER:  
YOU MUST PRACTICE!  
PRACTICE! PRACTICE!**

PLEASE CONTINUE TO GIVE US YOUR COMMENTS AND ASSOCIATED ARTICLES ON TOPICS OF INTEREST.

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