

Advanced Emergency Action Plan Requirements

Training of Persons Authorized to Remain Behind

Employees who remain behind even for a short period of time are at greater risk than those who immediately evacuate. To ensure the safety of individuals who delay evacuation to carry out essential functions additional planning and training are required.

- Plans are written by individual departments and submitted to the Department of Safety and Environmental Management SEM for review and approval.
- Training is conducted by the Department of Safety and Environmental Management in conjunction with the Orono Fire Department.

Duties of Evacuation Coordinators and Evacuation Escorts

Both Evacuation Coordinators and Evacuation Escorts require special training.

Evacuation Coordinators sweep through an area to notify people that an evacuation is in progress and may remain behind briefly to verify that people have been evacuated or to help direct persons to safety. However, never place yourself at risk,--leave immediately if it is not safe to remain behind.

- Provided it is safe to do so, sweep through your assigned area making people aware that an evacuation is in progress and direct them to the nearest exit or area of refuge.

Recommended Announcement for Evacuation

“An Alarm has been sounded, everyone must leave the building by the nearest exit (if disabled proceed to an area of refuge).”

- Note anyone that remains behind, and report this to the emergency responders. DON'T attempt to force people to evacuate, report to the emergency responders.
- If disabled persons are unable to evacuate the building, direct them to an area of refuge and report their presence to the emergency responders.

Keep yourself safe at all times (only proceed with the sweep for as long as you feel comfortable and only if you are not in danger). If smoke, odor, or other signs of danger are present, leave immediately by the safest route. DO NOT attempt to fight the fire.

Evacuation Escorts accompany persons in need of assistance during an evacuation. Evacuation Escorts may remain behind with a disabled individual within an area of refuge to assist with emergency functions and go for help in an extreme emergency. One or more volunteers may be assigned to escort an individual during the evacuation.

- Become familiar with the individuals needs, prior to the emergency, review possible scenarios, and plan for both evacuations and use of refuge areas.
- If more than one escort is assigned decide who will leave and who will stay behind.
- During an evacuation assist the individual to the area of refuge or to a safe place outside the building, as appropriate.
- Assist the individual with functions that may be required during the emergency (e.g., communicating with emergency responders).
- Attempt to go for help if it becomes unsafe to remain behind.

Methods of Communication with Emergency Response Personnel

Timely communication between the emergency responders at the scene and the building occupants can be crucial. The emergency responders need to know information on precisely what has occurred, detailed information about areas of the building, and status of the evacuation. Obviously, the occupants of the building can supply some of this information upon completion of the incident. The occupants of the building need to know when it is safe to reenter the building and what has triggered the evacuation so that they can prevent future occurrences.

Recommended people to meet with the emergency response personnel: In order that this communication occur in an orderly fashion, we need to minimize the number of people that meet directly with emergency response personnel.

- Person who pulled the alarm /called 911.
- Building Manager or designee.
- Escorts for the disabled with information pertinent to the evacuation of the disabled in areas of refuge.
- Rally point head who has people unaccounted for.
- Evacuation Coordinator with information about people who did not evacuate.

Procedure for meeting with emergency response personnel:

- Approach the police or fire officers and identify yourself as a Building Representative and asked to be directed to the Incident Commander.
- Meet with the incident commander and offer your information/assistance.
- Remain in the vicinity of the command vehicle, out of the pathway of emergency responders, until released by the incident commander.
- The incident commander will brief you on the incident and provide updates on the incident and an estimate of the time to resolve the incident.

Building representatives communication with building occupants:

- Provide a conduit of information between the occupants and responders.
- Seek out occupant(s) who would have specific information requested by the incident commander.
- Communicate that the evacuation has ended and the reason why the evacuation had occurred.
- Aid in the prevention of future incidents.