



**Presentation on**

**Emergency Building Evacuation  
Procedures ( for 505 Van Ness Bldg)**

**Presented by Maryam Ebke  
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- **Overview of Fire Alarm Incident on Wed, 6/15/2016  
(David Omosheyin, DGS)**
  - ❑ **Cause, alarm and Results of Debriefing**





### **A Closer look at:**

- **Evacuation process (when to leave, who is in charge)**
- **Evacuation meeting site (where to go)**
- **All Clear (when to return, who is in charge)**





## Emergency Plan and Evacuation Process

- Emergency Plan (Updated August 2015)
- Desktop Emergency Guide (Current)
- Emergency Phone Line
- Building Emergency Team Roster (Updated August 2015)
  - Emergency Coordinator
  - Alternate Emergency Coordinator
  - Floor Wardens And Deputies
  - Zone/Stairwell Monitors
  - Elevator And Restroom Monitors
  - First Aid And CPR Personnel
  - Aid For The Disabled
  - Search Personnel
  - Messengers





## **Short-Term Suggested Activities**

- **Notify All PUC About The Evacuation Meeting Location And Process Immediately (Email And Intranet)**
- **Update The Building Emergency Team Roster- Suggest Updating Monthly, Recruit Volunteers, Add The Executive Director, The Deputies and the News and Outreach Director To The List**
- **Provide Training For The Emergency Team (Bi-annually)- DGS/Emergency Coordinator**
- **Provide Bi-annual Training For All PUC On:**
  - The Emergency Team And Their Roles And Responsibilities**
  - Employees' Roles And Responsibilities**
  - Evacuation Process And Evacuation Meeting Sites**
- **Require Divisions To Hold Meetings With Staff To Discuss The Role Of The Emergency Team And Emergency Procedures**





## Long-Term Suggested Activities

- **Establish A Mandatory Emergency Plan Training For All PUC Employees**
- **Require Supervisors To Review The Emergency Plan With The Employee As Part Of The Employee On-boarding And During Employee's Annual Review**
- **Establish a Process For Notifying Employees When "All Is Clear" (radios, email, mass messaging, etc.)**

