Evacuation Drill Planning Checklist

MFD Bldg#: 025/025A

PLANNING:
- Decide "announced", or an "unannounced" drill,
- Pick a time, 8:00 AM and date, Sept16 Tuesday, that will include the largest amount of employees or a specific group of employees (night shift) and will not tempt people to report to work or leave the evacuation area (i.e.; not real early/late or at lunch time)
- Total time of the drill (All-clear Return to building: Goal: Total 20 minutes)
- Identify critical business functions that will need to remain in operation during the drill
- Dept Drill Coordinator informs/receives approval from Dept managers to perform an evacuation drill

CHECK: documents are available, posted and UPDATE, if needed:
- Evacuation Maps
- Facility Emergency Plans (FEP)
- Life Safety Boxes (yellow boxes) Not Applicable
- Ingress and egress maps
- Chemical storage area

COORDINATION (recommended 10 working days) before the evacuation drill):
- Submit a "GENERAL" Facilities' Service Request for the evacuation drill.
- Inform the Fire Alarm Tech Group at x8901 and request their support.
- Inform the Fire / Emergency Management (FEM) Group. Lance L. mailto:lancel@SLAC.Stanford.EDU
- Contact Security by call X2551 (15 minutes before drill) and advise them of your plans.
- Only if Drill is "Announced" - Send an email to your building occupants announcing your drill. The letter can be vague, or specific, regarding the time and date of the drill. The letter should cover the expectations of the employees and management.

CONDUCT A PRE-DRILL COORDINATION MEETING:
- Agenda to Meeting

DRILL: BUILDING EVACUATION:
- Follow pre-determined standard operating procedures (Ex. B025/025A Evacuation Checklist)

EMPLOYEE TRAINING
- When your building occupants have assembled, and you have completed your accountability process (roll call and/or sweeps) take a few minute to discuss or hand out Evaluation Survey form.

PERMISSION TO RE-OCCUPY:
- Fire Dept / SLAC Fire Marshal / Security will give you “permission to reoccupy” your building. Note: SLAC Fire Tech provided OK on behalf of the “SLAC” Fire Marshall to reoccupy the building.
- All returning personnel should be checked for current SLAC badges.

FIRE ALARM CONTROL PANEL:
- The Fire Alarm Tech Group reset fire alarm control panel

POST DRILL DEBRIEF must occur within 24 hr. of the Drill
- Determine who will attend the debrief
- Arrange a location for the drill debrief
- Review:
  - Drill scenario details, observations, improvement, assign action items for improvements.

FINISH THE PAPERWORK (I.E. Get credit for your drill)
- Send an email to Lancel@slac.standord.edu with your completed drill details. He will update SLAC records
<table>
<thead>
<tr>
<th>Finding/Observation</th>
<th>Proposed Recommendation</th>
<th>Assigned to:</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Security only sent one persons to cover the drill</td>
<td>For drill situations Security request at least 30 minutes prior notice to the start of the drill</td>
<td>✓ Lance L. to modify Pre-plan drill list to instruction planners of Security’s request that they be notified at least 30 minutes prior to drill start time in order for them to participant fully.</td>
<td>TBA</td>
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<td>2. Security allowed individuals to enter into evacuated areas during the drill.</td>
<td>Security duty of controlling access to evacuated building and outside areas during a drill needs to be reviewed.</td>
<td>✓ Lance L. to review with Security. Specific Security Control points: We reviewed with the one Security person that showed up for the drill – Outside Stairway from B26, Park lot Stairway to B025, Loop traffic into B025 parking lot. Etc.</td>
<td>TBA</td>
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<td>3. Emergency Horn was not audible in Room 117</td>
<td>Ensure, either by repair or installing additional horn, for occupants of Rm 117 to be alerted of a building evacuation</td>
<td>✓ SLAC Fire Technicians</td>
<td>TBA</td>
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<td>4. Voice transmission from Motorola hand-held 2-way Radios can’t be heard by sweeper inside building due to the horns noise level.</td>
<td>Use radio transmission only to communicate emergency needs. For example sweeper calls to alert of a person down.</td>
<td>✓ Mira R. Emergency Coordinator To be covered with all MFD Evac. Teams.</td>
<td>By Oct. 15, 2008</td>
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