Evacuation Drill Planning Checklist

MFD Bldg#: B026

PLANNING:
- Decide ☑ “announced”, or ☐ “unannounced” drill,
- Pick a time, 8:00 AM and date, Sept 9 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 NONE
- ☑ 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?subject=Pre-Notification of Evacuation Drill
- ☑ 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. B026 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.

Results: 6 Surveys completed Only item most did not answer was: collected my personal items; car keys/medication before I evacuated. This was mentioned at the Post Drill debrief with the evacuatees by Lance and APL.

PERMISSION TO RE-OCCUPY:
- ☑ Fire Dept / SLAC Fire Marshal / Security will give you “permission to reoccupy” your 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
- Any Repairs ID? The Fire Tech identified one horn that did not sound. They will repair and inform us when the job is complete. 9/9/08

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>Deficiencies</th>
<th>Recommended Action</th>
<th>Assigned to:</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey indicated evacuates were unaware to take their personal items, such as car keys or medicine, in the event they were not able to re-occupy the building.</td>
<td>Use the Debriefing Post Drill meeting with evacuates to reinforce the behavior.</td>
<td>APL to include during the debriefing meeting</td>
<td>9/9/08</td>
</tr>
<tr>
<td>Evac Horn did not sound</td>
<td>Repair identified to the Fire Alarm Techs</td>
<td>Fire Alarm Tech Group</td>
<td>TBD</td>
</tr>
</tbody>
</table>

End.