Evacuation Drill Planning Checklist

MFD Bldg#: 031

PLANNING:
✓ Decide “announced”, or an “unannounced” drill,
✓ Pick a time, 8:00 AM and date, Sept. 26, Friday, 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
✓ 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. 0031 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.
✓ 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. B031 employees walked through the building rather than exit from the closest Exit door</td>
<td>Remind employees to use the closest Exit door and not to walk through the building when the horns and lights are activated. Also, Caution employees to use the alternative Exit route if fire or smoke is seen when primary route is attempted.</td>
<td>✓ Mentioned during the post drill meeting ✓ Include in the All hands MFD dept meeting in Oct.</td>
<td>09/26/2008 – Post Drill Meeting 10/14/2008 – All hands MFD Dept. Meeting</td>
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<td>2. Bldg 031 RM 103A – Ambient machine noise prevented hearing buildings evacuation horns.</td>
<td>Install additional horn/light strobes devices in Rm 103A and connect with building evacuation alarm panel.</td>
<td>✓ Submit a FSR to install horn/light strobe units in RM 103A</td>
<td>09/29/2008</td>
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<td>3. During Post Drill meeting with Lance L. building evacuation requirements during an Earthquake event was discussed.</td>
<td>Ask Lance to clarify as to when employees should leave the building.</td>
<td>✓ Mira R. sent an email to Lance L. for clear instructions on what to do when shaking starts.</td>
<td>09.26.08 E-mail sent to Lance L.</td>
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