

Section 3: EMERGENCY EVACUATION

INTRODUCTION

In the event of a major emergency, you may be required to evacuate your work area or areas you visit. When an evacuation alarm is sounded, you are required to evacuate. In some emergencies, such as earthquakes, sheltering in place is required. It is critical that you take the time to become familiar with all of the marked exits from your floor or work area and where they exit to the outside.

APPLICABILITY

Detailed emergency response plans are required for every location and training is required for every employee.

RESPONSIBILITIES

Department of Executive Services, Facilities Management Division (FMD) maintains an Emergency Response Plan for the Courthouse Complex buildings, including the King County Courthouse, the Administration Building, the Chinook Building, and the Yesler Building. FMD also provides floor warden training. All departments occupying these buildings must follow that plan and must provide training on the applicable parts of this plan for all of their employees.

For all other King County-owned locations, each department must prepare an emergency response plan and train their employees. If you need assistance, contact Safety and Claims Management at 206-477-3350.

If the building space is leased, and is a high rise building (six floors or more), the building management company is required to have an emergency response plan and train floor wardens. Departments must train all of their employees on the emergency response plan and evacuation procedures.

For leased space in buildings with fewer than six stories, each department must have a written emergency response plan and train their employees.

Management must ensure that exits and passageway to exits are clearly signed. Doors that may be confused as exits need to be signed as "Not an Exit". The exit doors must always be operable from the inside. Passageways to exits must be kept fully clear at all times.

TRAINING

All employees must be trained on emergency response and evacuation procedures. Each department is responsible for training, or ensuring that training occurs, for all of their employees.

Training must include types of emergencies, locations of exits, evacuation routes, how to sound the alarm or report an emergency, where to find fire extinguishers and how to use them, and the designated meeting location in the event of an evacuation.

It is recommended that practice evacuation drills be held at least twice per year.

High rise buildings (six floors or more) are required to have tenant volunteers called floor wardens. They are trained by the building management to assist with evacuation and to make sure everyone evacuates safely. Alarms will typically sound on the floor of the event and the adjoining floors. Standard procedure is to go down four floors and re-enter the building (if the alarm is not sounded on that floor) and await further instructions from the public address system.