

HR 196 Evacuating the Building

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In the event of an emergency, such as gas leak, bomb scare, fire hazard, or power failure the building should be evacuated promptly and in an orderly fashion.

The CEO is in charge. In his/her absence, the designate is in charge, and will:

1. Calmly but firmly obtain everyone's attention and explain the situation.
2. Have a staff member or patron telephone **911** immediately.
3. Give assistance to those who need it, such as children and the elderly. Ensure that patrons, especially children and elderly, move to a place of refuge and arrangements for transportation are made.
4. Do a careful check that no one is left in the building.
5. When the 'all clear' is given by the appropriate authorities, re-enter building and check that lights are in working order before re-admitting public.
6. Notify CEO of latest developments.
7. Write an incident report for CEO.

Refer to HR 196 – Evacuating the Building: Drill Report

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