**Evacuation Planning**

In the event of an emergency that requires a facility-wide evacuation, will send the following announcement to all employees:

* Due to a developing emergency, asks you to please calmly exit the building and reconvene at our designated meeting point located at <Primary evacuation location address>. Bring with you only that which is necessary, such as medication or clothing for inclement weather. Assist your co-workers in assuring that your area of the building is completely evacuated and that everyone is calmly heading for the company meeting spot. We will release more information at that time. Thank you.

The warning will sound like <Warning sound> and look like <Warning visual>. To help alert people with certain disabilities that may have difficulty perceiving the warning, we have augmented our warning system to include <Warning accommodations>.

Emergency exits will be marked with <Exit signage details> to attract attention and guide evacuating employees.

Primary and secondary evacuation routes are marked with <Exit signage details>. Emergency lighting will illuminate exits in the event that power fails. Employees are required to exit the building through designated evacuation routes when at all possible.

If customers or other visitors are also in the building when a warning is issued, they should be guided to evacuate along with employees to <Address>.

**Assembly and Accountability**

Following the declaration of a facility evacuation, employees should meet at <Address> in order to account for all personnel after the evacuation. All employees must sign in via paper logs or by emailing the Emergency Management Group upon arrival at the evacuation location.

The names and last-known locations of personnel not accounted for should be determined and given to the Emergency Management Group, who will then attempt to contact those employees. After two hours, the Emergency Management Group will alert local authorities about any personnel still not accounted for.

In the event the incident expands, further evacuation by means of <Further evacuation plan> will be required.

Any customers, vendors or other visitors evacuated from the facility with employees will be asked to sign in and out prior to departing the assembly area.

**Shelter**

In the event of severe weather, employees should report to designated shelter areas. Shelter areas are indicated on facility maps posted on the back of each facility entrance.

Employees who are located off-site are encouraged to take shelter in a manner appropriate to the type of emergency.

They should check in with a direct supervisor as soon as it is safe to do so.

**Employee Training**

employees will be thoroughly trained on emergency evacuation and business restoration procedures. Specifically,

* All employees will review disaster preparation and emergency action plan procedures with department heads.
* New employees will be introduced to emergency action plans during employee orientation.
* Mock disaster training will be conducted annually and will involve local police and fire authorities.
* Quarterly training will involve all of the following drills and culminate in full-scale mock disaster training.
  + Walkthrough drills: The business continuity planning team, department heads and recovery teams will perform their emergency response functions.
  + Functional drills: These drills will test specific functions such as medical response, emergency notifications, warning and communication procedures and equipment, though not necessarily at the same time. Facility shutdown procedures will be tested, reviewed and modified as needed. Personnel are asked to evaluate the systems and identify problem areas.
  + Evacuation drills: Personnel walk the evacuation route to a designated area where procedures are tested for accounting for all personnel. Participants are asked to make notes as they go along on what might become a hazard during an emergency, such as stairways cluttered with debris and smoke in the hallways. Plans are to be modified accordingly, and problem areas are to be corrected as soon as possible.
  + Full-scale exercises: A real-life emergency situation is simulated as closely as possible. These exercises involve company emergency response personnel, employees and management, and community response organizations.

**Family Preparedness**

will assist employees in preparing their families for emergency situations by <Company plans to assist families in an emergency>.

After an emergency has occurred, will <List action company will take to assist families – e.g., flexible work hours, cash advance, etc.> in order to aid employees and their families.