



# Evacuation Plan Template

Earthquakes / 19 Nov 2021 / SafetyCulture Staff

Complete

<b>Location</b>	California, USA (36.778261, -119.4179324)
<b>Updated on</b>	19 Nov 2021 08:51 PST
<b>Prepared by</b>	SafetyCulture Staff
<b>Evacuation for</b>	Earthquakes
<b>Evacuation Officer 1</b>	Jane Smith
<b>Evacuation Officer 2</b>	Jack Harrow
<b>Evacuation Officer 3</b>	Mark Walston
<b>Evacuation Wardens:</b>	
Eva Lestrage (Floor Level 1), Bob Jensen (Floor Level 2), Anita Rickman (Floor Level 3)	
<b>Assistants:</b>	
Marianne Harris (Assistant for employees with disabilities), Vivian Den (Assistant for employees who are more comfortable communicating in German)	

## Local Emergency Services

<b>Local Emergency Services 1</b>	
<b>Department name</b>	Emergency Care Clinic
<b>Contact number</b>	3133137700
<b>Local Emergency Services 2</b>	
<b>Department name</b>	Community Rescue Team
<b>Contact number</b>	3135550000

## Evacuation Plan

Emergency alert system for employees

PA System

### Measures in case of emergency alert system failure

Evacuation Officers will verbally alert employees that an earthquake is happening.

Primary method of communication

Portable Radio Unit

Alternative method of communication

Mobile messaging (texts)

## Evacuation Plan for Area

### Evacuation Plan for Area 1

Area description

Floor Level 1

#### Specific Evacuation Procedure

- Drop down to your hands and knees.
- Cover you head and neck with your arm.
- Crawl underneath a desk if nearby.
- Hold on to something sturdy with the other arm.
- Do not move until told to do so (via PA system or verbally by an evacuation officer).
- Get the emergency kit attached to the nearby desk.
- If shaking resumes, immediately drop down to your hands and knees and cover your head and neck with one arm. If something sturdy is nearby, hold onto it with the other arm.
- If trapped, use the whistle in the emergency kit.
- Follow your evacuation warden (Eva) along Exit Route 1.
- Watch out for falling hazards and exposed electrical wires.

#### Exit Routes (text description)

Exit Route 1:

- Go straight along Corridor A.
- Once you reach the corner, turn left.
- Exit through Door 1A.

Exit Route 2:

- Go straight along Corridor B.
- Once you reach the corner, turn right.
- Exit through Door 1B.

#### Exit Routes (floor plan)

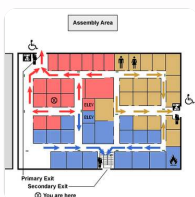


Photo 1

Designated safe area or assembly point

Field in front of the building

Photo of landmark



Photo 2

**What to Do After Arriving at the Designated Safe Area:**

- Listen and respond to the roll call or head count of your evacuation warden (Eva)
- Immediately inform Eva or Jane if you notice that a coworker is missing.
- Check yourself for injury. If you are injured, inform Eva.

**Final page**

Evacuation plan requires translation for employees not fluent in English	N/A
Procedures have been established for assisting employees not fluent in English during evacuation	N/A
Evacuation plan requires translation into Braille for employees with vision impairment	N/A
Procedures have been established for assisting employees with disabilities during evacuation	Yes
Evacuation plan has been reviewed with employees	Yes
Employees have been trained in the evacuation plan	Yes

Signature of Employer or Head Manager

Lydia Pinkham

19 Nov 2021 08:58 PST

### Assembly Area

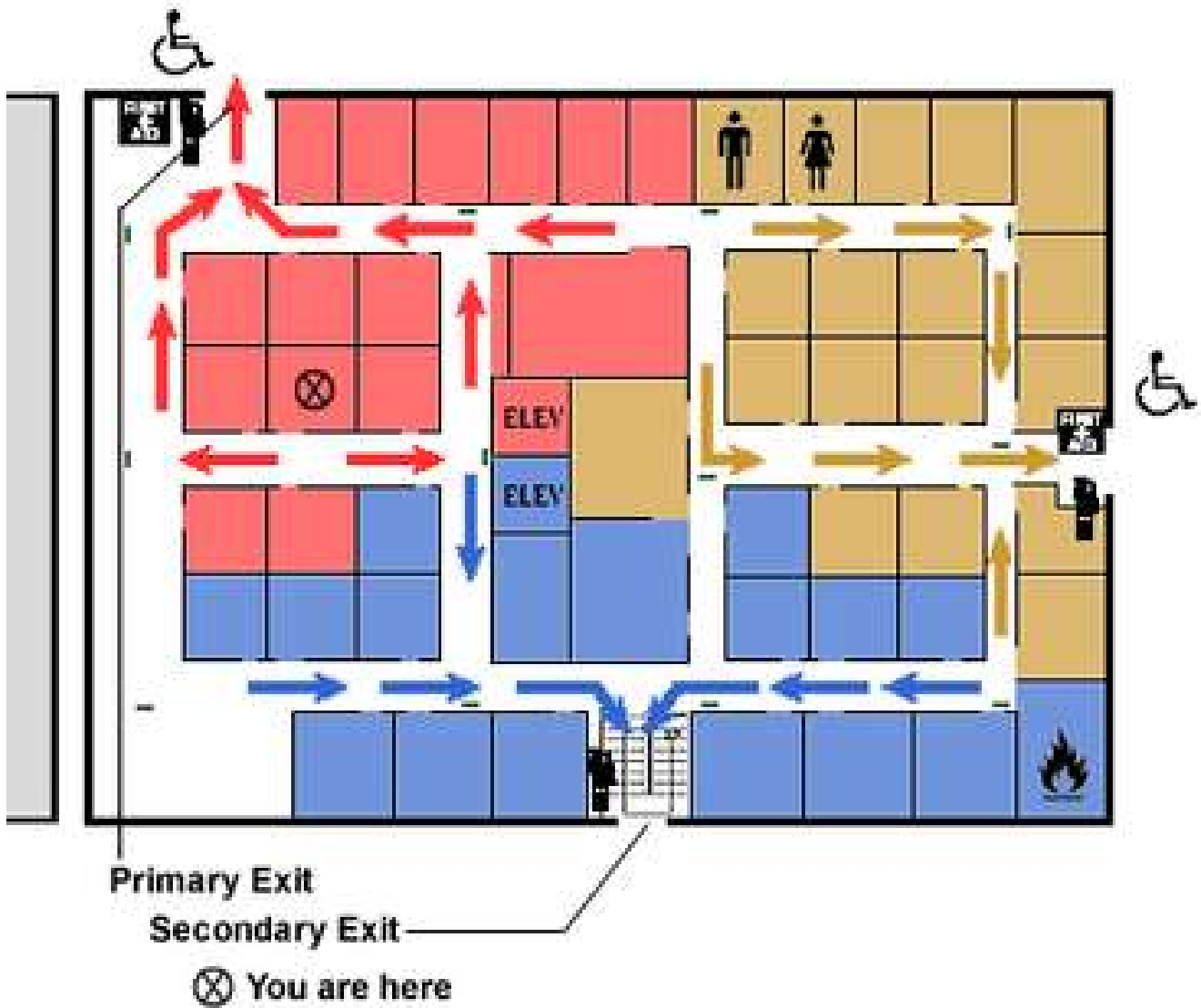


Photo 1



Photo 2