



Evacuation Plan Template

Earthquakes / 16 May 2023 / Mazikeen Wakana

Complete

Score	3 / 3 (100%)	Flagged items	0	Actions	0
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Location

California, USA
(36.778261, -119.4179324)

Updated on

16 May 2023 10:37 PST

Prepared by

Mazikeen Wakana

Evacuation for

Earthquakes

Evacuation Officer 1

Jane Smith

Evacuation Officer 2

Jack Harrow

Evacuation Officer 3

Mark Walston

Evacuation Wardens:

Eva Lestrangle (Floor Level 1), Bob Jensen (Floor Level 2), Anita Rickman (Floor Level 3)

Assistants:

Marianne Harris (Assistant for employees with disabilities), Vivian Den (Assistant for employees who are more comfortable communicating in German)

Local Emergency Services

Local Emergency Services 1

Department name

Emergency Care Clinic

Contact number

3133137700

Local Emergency Services 2

Department name

Community Rescue Team

Contact number

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)

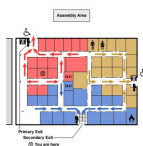


Photo 1

Designated safe area or assembly point

Field in front of the building

Photo of landmark

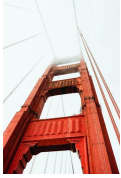


Photo 2

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.

Evacuation Plan for Area 2

Area description

Specific Evacuation Procedure

Exit Routes (text description)

Exit Routes (floor plan)

Designated safe area or assembly point

Photo of landmark

What to Do After Arriving at the Designated Safe Area:

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
16 May 2023 10:45 PST

Media summary

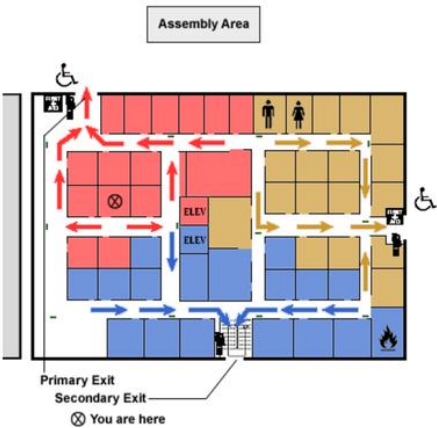


Photo 1



Photo 2