

Evacuation Drill Policy

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1. Introduction

Evacuation can be discussed in a several ways. One important issue about the evacuation process is design of escape routes that usually consists of active and passive protection systems like fire detection and suppression, fire separation etc. Other important factors are evacuation procedures and fire safety organization. Usually these factors are not prescribed in codes and they mainly depend on fire safety organization at particularly company or building.

Evacuation procedures in general depends on:

- type of building,
- structure and number of building occupants and
- internal company organization.

While type of building creates basic rules and condition for evacuation, structure and number of occupants and internal organization are very much dependable on human factors, their behavior, experiences and reaction to fire scenarios.

2. Scope

The main scope of this guideline is to give the building owners, fire brigades and building occupants basic rules and orientation to:

- organize evacuation,
- educate and train employees,
- perform safe and quick evacuation when necessary.

Practicing an evacuation during non-emergency annual drills provides good training for building users. It is a valuable and "life dependant" procedure in an emergency situation. Evacuation drills are required by many local regulations.

In general all building users must participate in emergency evacuation drills.

3. Evacuation procedures

There are not many existing written materials about evacuation procedures, though in the field of fire safety evacuation procedure is discussed many times. Usually written materials raised two important factors that affect the evacuation. The first is psychological factor, which refers to behavior of people in fire. The second factor represents the technical elements or building systems like passive and active fire protection. Terminologically evacuation means the relocation of people or anything else from the area, which is threatened by natural disasters, war, etc. to safe location named fire or assembly point.

Evacuation procedures may have several priorities:

First Priority: Protection of Life – In general we can say that first priority is to ensure that all people who may be in danger are warned. Besides that further actions can be taken to guarantee their safety.

Second Priority: Prevent Spread of Hazard - The second priority is controlling the extent of the hazard, for ex. fire can be suppressed and prevented of spread.

Third Priority: Save Assets in the Affected Area - The third priority is to prevent personal and company assets from being damaged in the event of a fire.

Fourth Priority: Eliminate the Hazard - The final priority is to eliminate the fire by extinguishment.

Different type of emergencies may require a building, workplace etc. to be evacuated. These emergencies include man-made or natural events, such as fires and explosions, earthquakes, floods, violence, different disturbances, threats etc.

It is important to estimate of the time needed for evacuation. The time will depend on a variety of factors:

Number of people to be evacuated;

- Building configuration and accommodation type;
- Impact of incident on building, including evacuation routes; and
- Number of people needing assistance.

The amount of time needed for evacuation may affect other portions of the evacuation phase. For example, if the amount of time needed for evacuation exceeds the time available prior to the situation reaching a critical phase, options could include improving detection or notification, or ordering evacuation earlier in the incident.

4. Evacuation organization and responsibilities

Evacuation organization consists of procedures, plans and responsibilities of employees, occupants or visitors that plays role in evacuation procedure.

- Procedures

→Plans

→Responsibilities

→Evacuation

Successful and efficient evacuation depends on complete preplanning, organization, and supervision. Evacuation planning should include following basic principles:

1. Building evacuation organization;
2. Evacuation policy and plans;
3. Responsibility for Developing and Implementing Emergency Procedures;
4. Detection and reporting (of fire or hazard);
4. Evacuation program coordination (of movement and evacuation);
5. Implementation of Emergency Procedures;
6. Training;
7. Evacuation Drills;
8. Emergency Evacuation Procedures in the Case of Fire;
9. Communication to direct movement and evacuation;
10. Inspection and evaluation.

Evacuation organization begins with written plan.

It is important that each workplace will have a fully implemented emergency evacuation procedure. The procedure must be design to assist the organization and implementation of emergency evacuation procedures for workplaces.

Among evaluation personnel fire warden usually organize and supervise the evacuation procedures. Fire warden tasks during the fire are:

Ascertain the size of the emergency;

- Assist people to evacuate from building;
- Raise alarm (break manual alarm station or shout FIRE, FIRE, FIRE);
- Try to extinguish fire if fire is small enough and it is safe to do so;
- Implement evacuation of workplace;
- Perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are leaving, the workplace to the cluster point;
- Assist mobility impaired persons;
- Prevent persons from entering the building while the evacuation alarms are sounding by placing a staff member at their exit;
- Organize activities at fire point.

Fire warden tasks before a fire occurs:

- To familiarize new employees with fire evacuation procedures.
- To assist persons with disabilities with evacuation pre-planning, drills and actual evacuations.
- To note any malfunctioning alarms.
- To note any impaired fire escape routes and fire doors.
- To discourage tampering with fire alarm and protection equipment.

5. Types of evacuation

Depending on the event, building structure and number of occupants, four types of evacuation can be performed:

- vertical evacuation,
- horizontal evacuation,
- partial evacuation and
- total evacuation.

Vertical evacuation is a way of bringing people to safety by having them "go down" in buildings. The end point of vertical evacuation is a fire point where evacuees will wait for further instructions.

Horizontal evacuation generally means to move on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather and avoid descending over stairs. Hence, this method is of primary importance for people with disabilities.

A partial evacuation may involve either the relocation of occupants to unaffected areas or removal from the building of only those occupants in affected areas.

A complete evacuation involves the removal of all occupants from the building, with the possible exception of emergency team members.

6. Review and Revision

The policy will be reviewed and revised in accordance with the **Evacuation Drill Policy**.

Recommended: _____

Signature

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Program Manager

Approved: _____

Signature

Anil Sharma

CEO