

GENERAL EVACUATION OF MSF BUILDINGS

Work description: General Evacuation in Response to an Alarm

Scope: General Instructions for the Evacuation of Buildings in the MSF (note – separate instructions exist for the evacuation of the OCC within the MSF)

References: HNL-09007 Emergency Management Plan

| PPE and precautions | Competencies or qualifications | Licenses or permits required |
|---------------------|--------------------------------|------------------------------|
| N/A | Building familiarization | N/A |

Tools and equipment required

N/A


Warning

- Take all alarms seriously – one's life and the lives of others may depend upon prompt action. Strict adherence to the evacuation plan should be followed for every event, whereas one can never know if the alarm is real or was inadvertently caused.
- Know where stairways, exits, fire extinguishers, and first aid kits are. Having to search for them in the event of an emergency wastes precious time.
- Learn an alternate way out of the building in case the normal route is blocked. Floor plans are posted near stairwells and entryways.

General Evacuation
All

- 1) Recognize the sound of the alarm. Make sure that hearing - impaired employees or visitors are aware that the alarm has sounded.
- 2) Evacuate immediately when the fire alarm activates or when asked to do so by an ERT member or other emergency personnel.
- 3) Take your car keys, purse and coat with you if they are within reach at the time of the alarm.
DO NOT go back to your work area to retrieve them if you are in another part of the building.
DO NOT delay in evacuating in order to get personal possessions.
- 4) Stay Calm - do not run or push, maintain a walking speed
- 5) Follow the directions of emergency personnel. These may be ERT members, firefighters, police, etc.
- 6) Help others, especially the disabled or injured.
- 7) Be alert for falling objects, trip hazards, and areas of limited disability, live wires, etc.
- 8) Open doors carefully, checking for heat by touching the door surface with the back of your hand - not your palm (This will prevent a burn to a critical part of your body). A hot surface indicates that a fire could be behind the door.
- 9) Close, but do not lock, doors as you exit. This can significantly slow the spread of fire, smoke, and hazardous vapors.
- 10) **DO NOT ATTEMPT TO USE THE ELEVATORS.**
 Go immediately to the nearest emergency exit / stairway. Use the handrails provided in the stairwell and watch your footing. Stay to one side of the stairwell and be prepared to allow emergency personnel that may be trying to go upstairs, to pass you.
 Remember - smoke rises. If smoke is present, stay low and crawl on the floor if necessary. However, be aware that in certain situations involving certain gases or toxic chemicals, vapors can sink to the floor. Cover your nose and mouth with a wet towel or clothing, if possible.
- 11) If trapped in a room by smoke or fire:
 - Stay Calm
 - Close all doors between you and the fire
 - Seal cracks around doors and vents with whatever is available
 - Attempt to telephone 911 and advise them of your situation
 - Signal rescuers by waving a bright piece of cloth or other item

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|---------------------|---|---|--|
| Approved By: | <input type="checkbox"/> Director, Operations and Maintenance | <input type="checkbox"/> Department Manager | <input type="checkbox"/> Manager, HSE (Operations and Maintenance) |
| Signature: | | | |
| Date: | | | |

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| Document Code | YYY.YYY. General Evacuation of MSF Buildings.0 | Effective Date: | |
| File Name | HNL-09687-00.01-General Evacuation of MSF Buildings | Rev No. 0 | Page 1 of 2 |

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(Cont'd)**

All

- 12) Once out of the building proceed to your pre-arranged Assembly Area, report to your team leader, and await further instruction. For the purpose of emergency evacuations, disabled or physically challenged persons are considered to be those persons that have any physical condition(s) that render them unable to walk down the stairwells without assistance. These conditions are not solely restricted to persons confined to wheelchairs.
- 13) The decision in evacuating disabled or physically challenged personnel will be based solely on conditions that arise during the emergency. Disabled personnel in the buildings are to be evacuated by emergency personnel only if deemed necessary. Disabled or physically challenged personnel should never be left unattended during emergencies, unless it is unsafe to stay with them.