

4.1. Evacuation of Facility

4.1.1. Overview

When indicated by any of CHTM's emergency warning systems (gas detection system warning devices, fire-alarm system, or local alarm system (e.g., pull-stations)), all building occupants shall immediately evacuate the building, using the following basic philosophy:

- Proceed directly to the nearest exit and leave the building.
- Once outside the building, proceed directly to the Evacuation Grouping Point, remain there until accounted for and released by the Evacuation Warden, or other emergency personnel.

4.1.2. Exiting Procedures:

- Procedure for employees operating critical equipment—shut down the equipment as soon as possible (using EMO's, where available) only if it can be done safely and will not delay the safe evacuation of the facility.
- Know your exit routes ahead of time, and always know two ways to exit in an emergency. Refer to the Evacuation Maps posted throughout the building for optimal exit routes.
- Do not stop to pick up personal items, complete tasks or phone calls.
- Do not congregate in front of the main doors, or any other location where emergency personnel are trying to resolve the situation.
- Do not try to re-enter the CHTM facility until authorized to do so, regardless of whether the alarms have silenced or not.

4.1.3. Philosophy of Evacuation.

The basic evacuation procedure is to proceed directly to the nearest exit and leave the building. Once outside the building, all building occupants shall proceed to the Evacuation Grouping Point and remain there until accounted for and released by the Evacuation Warden or other emergency personnel.

The Evacuation Grouping Point (EGP) is located at the parking lot located southeast of the Dykewood Building. The EGP is marked with a sign. [see Appendix C - EGP Site Map for location].

4.1.4. Exits

There are numerous exits from CHTM, and every building occupant is personally responsible for becoming familiar with their locations. Occupants should also take time to plan both a primary and a secondary evacuation route from their normal work location. Hazardous areas in the facility have at least two exits, in case one is blocked by an emergency condition, or otherwise unsafe or unusable. [see Appendix D - Evacuation Route Map]

4.1.5. Headcount

At the EGP, all personnel are to congregate in an orderly fashion as part of the evacuation process—this includes personnel employed at CHTM, students at the facility, contractors, and visitors or other external personnel. Supervisors are responsible for accounting for their personnel and instructors for their students. The Evacuation Warden should determine as quickly as possible if everyone is accounted for, and communicate this information to the Incident Commander at the Command Post.

- The Primary Evacuation Warden is the building facilities manager or designate
- The Back-up Evacuation Warden is the clean room manager or designate

Note: The first person to arrive at the EGP should assume the duties of the Evacuation Warden in case either the Primary or the Back-up Warden is delayed.
