

STANDARD OPERATING PROCEDURE GUIDELINE BUILDING EVACUATION

SCOPE/APPLICABILITY:

This guideline applies to all employees within the OB-GYN Department located in 4ACC.

PURPOSE:

OB/GYN wants to ensure the safety and well-being of all employees, visitors, and occupants in the event of an emergency requiring the evacuation of the building. OB/GYN aims to establish clear guidelines and procedures for an organized and efficient evacuation process.

PROCEDURE:

When the fire alarm or any other emergency alarm sounds, all occupants must immediately cease their activities, leave their workstations, and calmly proceed to the nearest emergency exit. Elevators should not be used during building evacuations, except for individuals with mobility impairments, as elevators may become unsafe during emergencies. Occupants must not re-enter the building until authorized by the ERT or emergency personnel.

In the event there is a building evacuation (fire, flood, etc.), all OB/GYN employees in 4ACC must follow the following:

- Exit out the north door (closest to the front desk) and take a right (heading east)
- Head down the stairwell to the 3rd floor and exit stairwell door facing east.
- Once outside the building, walk towards the bridge and gather by the stairwell by the bridge.
- A department designee will then account for all employees.

EXCEPTIONS:

Assistance for individuals with special needs or mobility impairments should inform their immediate supervisors of any assistance they may require during an evacuation.