

**MIAMI-DADE COUNTY
FIRE RESCUE DEPARTMENT**

FIRE PREVENTION DIVISION



**GUIDELINES FOR AN EMERGENCY
EVACUATION PLAN.**





GUIDELINES FOR AN EMERGENCY EVACUATION PLAN

INTRODUCTION

National Fire Protection Association (NFPA) 101 Life Safety Code (otherwise referred to as the Code) provides the minimum requirements for life safety from fires and similar emergencies consistent with the public interest. The code used in the state of Florida is the Florida Fire Prevention Code 2012 edition. These minimum requirements address, among many other aspects of fire protection, the provision of refuge and/or evacuation facilities. Emergency evacuation plans ensure that building occupants are aware of emergency evacuation procedures to ensure the efficient use of the exit facilities available in an occupancy in the event of fire, explosion, bomb threat, or similar emergencies where the organized evacuation of a building becomes vital.

INFORMATION

These general guidelines are issued to provide information that will enable responsible personnel to prepare an emergency evacuation plan. Each building must tailor the emergency evacuation plan in accordance with the unique features of the building and its occupants, however the main components of the plan must remain the same. To be effective, emergency evacuation plans and exit drills must be planned and designed in cooperation with the authority having jurisdiction. Emergency evacuation shall be a joint planning and implementation effort between the building management and occupants, the fire and police departments, and other designated agencies. These guidelines will identify emergency duties, evacuation plan organization, and evacuation plan implementation. A carefully thought out and developed plan can augment the fixed, active life safety systems and other passive emergency protection systems and features required by the Code. This allows for occupants, tenants, managers, security, and maintenance personnel to be involved in providing for their own safety and that of others in emergency situations. When this involvement is properly addressed, it generates enthusiasm and commitment and will ensure compliance with the plan when an emergency arises. The following pages will contain useful information and will outline the emergency evacuation guidelines.

TRAINING

Fire safety and evacuation training and presentations for building occupants and employees are also available. Please contact the Public Education Bureau at (786) 331-4822 between the hours of 9:00 am to 4:30 pm. A service request form is enclosed at the end of these guidelines.





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GENERAL CONSIDERATIONS

KNOWING THE BUILDING:

Make a survey of the building. Become familiar with the fire protection features of the building. This should include information about the operation of the following systems as examples: fire alarm, public address, smoke evacuation, ventilation, sprinklers, central alarm monitoring, fire extinguishing equipment, and fire pump operating equipment. If you are not familiar with your fire alarm system or other fire protection systems, contact a professional fire protection company to learn more about them. For example, do you know how to reset the alarm? Would you be able to identify where the trouble is originating from if a pull station was activated? Become familiar with the location of all stairwells, storage areas, electrical rooms, elevators, restrooms, fire extinguishers, pull station areas, equipment rooms, computer rooms, and areas where occupants of the building are most likely to be.

BUILDING OCCUPANTS AND BUILDING USE

Who are the people that occupy the building? Is it a changing population, as in a retail store, restaurant, and hotel? Will the building occupants be familiar with the facility and prepared for the emergency? Note any special characteristics of the occupants such as non-English speaking, disabled (permanently or temporarily), the elderly, or infirm. All of the above may present a challenge when evacuating a building. Consider any special uses that might pose a particular hazard. Does manufacturing occur? Are there kitchen facilities or services present that might involve flammable liquids or open flame? If the building is residential, the emergency or fire may occur while occupants are asleep. Being aware of all of the above information will help you identify areas where trouble would be likely to occur, where people would most likely be found, and the best course of action for providing refuge and/or efficient evacuation. Knowing this will also be helpful in being able to identify the nature of the emergency and provide emergency response personnel (firefighters, police officers) with needed information.





LIFE SAFETY ISSUES

DEFINITION OF FIRE

Fire is the rapid oxidation of any combustible material. It is a chemical reaction involving fuel (any material that will burn), heat, and oxygen. You can compare a fire to a triangle, it has three sides. If any one side is removed, the triangle will collapse. Remove any of the three elements (fuel, heat, or oxygen is necessary to sustain fire) and the fire will be extinguished. Smoke is a product of combustion and is most responsible for death caused by fire. Remember smoke kills people more than the fire itself. As little as two (2) minutes after a fire starts, it generates enough smoke to affect people in the area surrounding the fire. Prompt evacuation and confinement of the fire area ensures the protection of life property.

FIRE PREVENTION

Preventing fires is the most important aspect of a total package of life safety strategies. Most fires do not just happen; they are caused by unsafe behavior: an action or a failure to act. Usually, unsafe behavior is not deliberate, it is simply not knowing. It is an act or a failure to act. Causes of fire are most directly related to improper use of smoking materials, improper storage of flammable liquids, defective electrical appliances, overloading of electrical outlets and poor housekeeping. Employers and building managers should make general fire safety information available to employees and building occupants. Basic fire prevention measures including minimum training in the use of fire extinguishers, as well as proper maintenance of fire protection systems ensure that the minimum standards for fire prevention are in place.

LIFE SAFETY STRATEGIES

Fire Codes provide minimum standards for life safety. An overall life safety strategy includes many facets. For example, an inoperative door closer is not simply a code violation, but a serious threat to the life safety strategy of a building. An inoperative door closer will help spread the threat to the building occupants and render and evacuation plan useless. An emergency evacuation plan will augment the standards for life strategy in a building when all other aspects of life safety and fire protection are fully functional. People are the most vital part of this strategy in the event of system malfunction or catastrophic emergencies such as acts of terrorism.

Building managers are security directors and in coordination with the Fire Department they can better communicate the idea of life safety strategies to the building occupants. Building occupants and staff will be able to set their priorities according to the life safety strategies for the building. When everyone understands the importance of life safety strategies in a building, the connection is made between the prescribed actions of an emergency evacuation plan and





life safety. Failure to make this connection often results in the main reason emergency evacuation plans are not taken seriously: fire alarms are ignored and exit drills are considered a nuisance. The Fire Department can assist you in providing education on fire and life safety to building occupants and staff.





GENERAL FIRE AND LIFE SAFETY

FIRE SAFETY TIPS

- Test smoke detectors monthly and change the battery twice a year.
- Do not smoke in bed or while resting on a sofa or chair. Falling asleep while smoking is dangerous and can start a fire.
- Refrain from smoking in no smoking areas. Only smoke in designated areas.
- Properly dispose of any smoking materials. Contents of ashtrays should be wet before disposal.
- Properly dispose of rags, cleaning solutions.
- Keep space heaters at least three (3) feet away from anything that burns.
- Maintain cooking appliances and keep kitchen hoods clean. Do not allow for the accumulation of grease.
- Keep flammable materials stored in metal cabinets.
- Do not plug more than two electrical products into one electrical outlet.
- Turn off stoves and electrical appliance after use and NEVER leave them unattended.
- Never use defective electrical equipment. If wires are frayed or equipment is malfunctioning, have them rewired or replaced immediately.
- Keep storage at least eighteen (18) inches away from sprinkler heads.
- Keep maintenance and storage areas clean and free of trash, sawdust, wood shavings, oily rags and other hazards.
- Keep hallways and stairways clean.
- Be sure the EXIT signs are always lighted and that emergency lighting is in working order.
- Never prop open emergency doors. Fire doors not only let people out, they keep fire from spreading.

EXIT DRILLS IN THE HOME (E.D.I.T.H.)

Fire Escape planning for residential facilities must be a part of the overall life safety strategy for a building. It is important that residents plan and practice the exit from their residential unit before they can become part of the overall emergency evacuation effort. It is especially important for residents of low and hi-rise apartment buildings to have a plan to be able to vacate the residential unit and to know what to do if they are unable to do so. At times it is best to remain inside the unit until emergency personnel arrive to perform a rescue of the occupant.





EDITH addresses the following:

- Install and properly maintain smoke detectors
- Draw a plan of the residential unit, showing at least two ways out of each room.
- At least twice a year, practice your plan.
- Make certain that all occupants of the unit are able to open doors and windows even in the dark.
- If you reside above ground level in low or hi-rise buildings, make special arrangements for children, the elderly and the disabled.
- Feel all doors before opening with the back of the head, if the door is hot, there is fire on the other side. Do not open the door, choose an alternative.
- If the door is cold, open slowly. Crawl low under the smoke following the established emergency evacuation routes.
- If upon opening a door, heavy smoke or fire is present, immediately shut the door and retreat to a safe area shutting all doors between you and the fire.
- Fill in the cracks underneath the door and ventilation ducts and vents with sheets or towels to keep the smoke out.
- Hang a white towel or sheet outside the window or signal with a flashlight while you await emergency personnel to reach you.
- Do not break windows or sliding glass doors above ground level. If the fire is on the floors below, the smoke will come through these broken windows or doors.
- Keep telephones in the bedroom. Cordless phones can be taken with you wherever you are waiting to call the fire Department and advise of your exact location. Do this even if you can see the fire trucks through your window. The emergency dispatcher will communicate this information to the emergency response personnel by radio. Remain on the phone until told otherwise by the emergency dispatcher.
- In an emergency, never stop to gather any personal belongings, but exit rapidly and follow the emergency evacuation plan for your building.
- Once you get out, stay out. NEVER go back into the building until fire officials have issued the all clear to go back inside.

FIRE SAFETY FOR PEOPLE WITH DISABILITIES

- For the deaf and hard of hearing, smoke detectors are available that are wired to high intensity strobes that flash.
- If you live in an apartment, try to occupy one on the ground floor. Living near an exit will make your escape easier.
- Let the building security or management know about your special needs, even if your disability is temporary.
- Have a telephone, preferably a cordless type in your bedroom.





FIRE SAFETY IN HEALTH CARE FACILITIES

- Employees must share the responsibility of restricting smoking to designated areas.
- Post smoking rules conspicuously and apply them to everyone: patients, staff, non-facility workers, volunteers, visitors, and delivery people.
- Never tolerate smoking in an area where oxygen is in use or is stored.
- Provide large, deep, non-tip ashtrays in smoking areas. Be sure that ashtrays are emptied frequently into metal containers used exclusively for that purpose.
- Be especially careful of equipment that patients may bring from home.

FIRE EXTINGUISHER INFORMATION

Fires are generally classified into three basic classes: A, B, or C. Each class is defined below:

- A** – These fires involve common combustible materials such as wood, paper, textiles, etc. These fires are extinguished by cooling or quenching, or removing the heat source.
- B** – These fires involve flammable liquids such as gasoline, grease, oils, paints, solvents, etc. These fires are extinguished by prohibiting oxygen from reaching the fire.
- C** – These fires involve electrical equipment exclusively. Motors, switches, short circuits, etc. They are extinguished by a non-conducting agent, such as dry chemical or carbon dioxide. **NEVER USE WATER ON ELECTRICAL FIRES.**

Fire extinguishers are classified according to the above. The extinguisher must be appropriate for the type of fire being fought. If you use the wrong type of extinguisher, you can endanger yourself and make the fire worse. A fire extinguisher that can be used for most fires is the ABC fire extinguisher.

Extinguishers are also rated for the size of the fire they can handle. This rating will appear on the label. The larger the numbers, the larger the fire that the extinguisher can put out.

Extinguishers must be installed within easy reach and in working order, fully charged. The operator of the fire extinguisher must know how to use the extinguisher. There is no time to read directions during an emergency.





Fire extinguisher directions:

Keep your back to an unobstructed exit and stand six to eight feet away from the fire. Follow the four-step PASS procedure:

- P** – Pull out the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
- A** – Aim low: Point the extinguisher nozzle (hose) at the base of the fire.
- S** – Squeeze the lever above the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge.
- S** – Sweep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames disappear.

Contact the Public Education Bureau at 786-331-4822 for additional fire and life safety information and training.





EVACUATION PROCEDURES

BEFORE THE EMERGENCY ARISES

Post evacuation routes and emergency phone numbers in designated places throughout the building. In Dade County dial 9-1-1 for police, fire or medical emergencies. If the building manager or security wants to be notified of the emergency, the appropriate number should also be posted and listed near the phone.

Building occupants should be instructed to dial 9-1-1 whenever an emergency should occur or is discovered. They should be prepared to provide the following information:

- The nature of the emergency
- The address of the building
- The nearest cross street
- The extent of the fire and/or emergency and the specific location
- Additional related information.

The caller should never hang up until told to do so by the emergency operator or they need to vacate due to hazardous conditions.

IF THE ALARM SOUNDS OR AN EMERGENCY IS IDENTIFIED

Treat every alarm as though it is a real emergency. If you hear an alarm, or a suspected fire or related emergency is identified, dial 9-1-1 immediately. If you determine that there is no emergency, but rather a malfunction of your equipment or false alarm, you may cancel the response before the units arrive. The responding units will be contacted by radio and canceled. Never wait to investigate the situation before calling 9-1-1. This delay will allow a fire to grow and further endanger the building occupants and property.

Upon discovery of a fire, bomb threat, or any other related emergency.

- Sound the alarm system
- Call 9-1-1 and notify the building manager or security
- Remove from immediate danger any person or persons in close proximity to the fire/smoke or other danger.
- Discontinue all activities, walk to exits, and evacuate building
- Assist and direct the disabled and visitors to exits.
- Do not attempt to secure personal belongings unless they are located in your immediate area.





- Report to your pre-assigned evacuation area.
- Assist emergency personnel by providing information of emergency location, or of any occupants that may still be unaccounted for.
- Follow the instructions provided by emergency response personnel, they are specially trained to organize the scene and assume total command upon arrival.

EMERGENCY RESPONSE REQUIRING SPECIFIC TRAINING

Health care facilities have special needs for response to fire related emergencies and evacuation due to their specific use. Most of these facilities adhere to emergency procedures associated with the R.A.C.E. acronym. The procedures may be suited for use in emergency evacuation plans. It is important to consider that the following response requires specialized training and that rescue or extinguishment should not further endanger any lives.

R – Rescue or remove from the area anyone exposed to the fire or smoke.

A – Alert and Alarm

1. Immediately sound the alarm by pulling the fire alarm pull station. Know where the pull stations are located in your area.
2. Go to another area away from the fire and dial 9-1-1. Do not assume someone else will call. Be prepared to stay on the line to provide more information while emergency units are being dispatched.
3. Make additional notification to building management or security personnel as appropriate.

C – Contain the fire

Do not allow the fire to spread. Close doors to keep fire from spreading to more combustibles and to keep the smoke contained. Close windows and doors. If emergency is a bomb threat, open windows and doors to relieve pressure, turn off all radios, maintain radio silence, stop all radio transmissions, and do not handle unfamiliar objects.

E - Extinguish

If you have completed the above steps you may attempt extinguishment only if the following conditions exist:

- A very small fire
- Availability of the proper fire extinguisher
- Prior training on the use of a fire extinguisher.

Be prepared to abandon your effort and evacuate immediately if the fire continues to burn or begin to spread, closing all doors between you and the fire as you retreat. The Fire Department will extinguish the fire upon arrival.





GENERAL RESPONSIBILITIES

There are important considerations to successfully develop and implement an emergency evacuation plan:

- The information contained in the emergency evacuation plan must be disseminated to all employees, tenants, occupants or residents of a building.
- Careful consideration must be given to assigning responsibilities for the coordination and implementation of the plan.





GENERAL GUIDELINES

There are general guidelines to developing an emergency evacuation plan. They include the following:

Emergency evacuation plans should contain the following

- Floor plans
- A table of organization for evacuation personnel
- Description of duties and responsibilities for personnel in the plan.
- General fire safety information and information pertinent to the specific occupancy.
- Clear and concise evacuation procedures suitable to the specific occupancy or building use.
- Priority must be given for prompt notification to the Fire Department. Notification of building management and/or security personnel should be done only after calling 9-1-1.
- Employees should not be directed to rescue or extinguishment unless they have been previously identified and trained for this purpose.
- Special consideration must be given to the assignment of responsibilities in the organization of the plan. Personnel chosen to perform functions and duties associated with the implementation of the plan should be thoroughly familiar with the building and its occupants and possess the ability to remain calm and in control during an emergency.

Zoning the building:

- The building layout – Use the shape of the building to fashion easily recognized zones. This can be done by floors, wings, work areas, etc.
- The size or square footage of the zone – too large an area will make accounting of personnel difficult in an emergency. Divide large zones into smaller areas.
- The number of personnel in the zone – The zone should be limited to the number of personnel that one person can readily account for (15 – 20).

HIGH-RISE EVACUATION

The NFPA recommends that immediate evacuation begin with any alarm for the alarm floor, two floors above and two floors below the alarm floor. In sprinkled buildings, the occupants may proceed to a safe area below the evacuated floors. However in unsprinkled buildings, it is recommended that the evacuated personnel proceed all the way down to the outside of the building. Fire Department personnel will assess the situation upon arrival and order additional evacuation, if necessary.





EVACUATION OF THE MOBILITY IMPAIRED

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary to keep an updated list of persons who may require special assistance in the event of an evacuation. Personnel who do not require assistance will evacuate first. This avoids the possibility of person in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility impairment should be positioned near the fire exit stairs that are located farthest away from the fire. If the fire conditions pose an immediate threat, these persons along with the persons assigned to monitor and assist the evacuation of the mobility impaired, should enter into the stairwell, closing all doors to wait for special assistance from the Fire Department. If in the opinion of the emergency evacuation personnel, the danger is imminent and the Fire Department has not yet arrived, immediate steps should be taken to begin the immediate evacuation to the outside.

ELEVATORS AND EVACUATION

Elevators should never play a part in emergency evacuation procedures. The reason for this is that some elevator calling systems are heat activated. If an elevator is ever used for evacuation, the heat caused by the fire may cause it to open on the fire floor, endangering the lives of those people in the elevator. In the event of electrical failure caused by fire damage, the elevators may cease to operate, trapping its occupants between floors and inside the building. Also, elevator shafts become smoke stacks in case of fire. Persons in elevators can become victims and succumb as a result.

PUBLIC ADDRESS ANNOUNCEMENTS

The following sample public address announcements may be used for emergency evacuation procedures:

In case of fire alarm:

“This is the Building Safety Director, we have an alarm on the ___ floor. The Fire department has been notified and the source of the alarm is being investigated at this time. Please go to the nearest fire exit stairs and stand by for further instructions.”

In case of report of a fire or related emergency:

“This is the Building Safety Director, we have an emergency on the ___ floor. The Fire department has been notified and the situation is being investigated at this time. Floors ___ and ___ must begin to evacuate immediately. Everyone else, please go to the nearest fire exit stairs and stand by for further instructions.”





Emergency/Evacuation Drills:

“This is a practice evacuation drill. Please go to the nearest fire exit stairs and stand by for further instructions (or) Please begin the immediate evacuation of the building and follow the instructions of the emergency evacuation plan and emergency evacuation team.”

In the absence of a public address system, the plan must contain a system for notification of all occupants of the building, by phone or area search.





PERSONNEL EVACUATION

ORGANIZATION OF EVACUATION PERSONNEL

The following is provided as a sample evacuation plan organization. It is composed of a team specifically trained for the purposes of implementing an emergency evacuation plan in the event of a fire or other emergencies. Adjustments must be made specifically to address staffing and the team members according to the specific occupancy, the occupants, an employees or staff. It is recognized that a business occupancy with multiple tenants may have to coordinate the evacuation plan organization among all the tenants in the occupancy. The titles given to the team members can be changed to accommodate titles or job functions that are already existent in a particular occupancy, however all of the duties are important and should be assigned as specified in the plan. Staffing needs may indicate that some duties will be shared by more than one person, or that several job functions will be assigned to one person. Careful consideration must be given to avoid giving too much responsibility to one person. This may prove counterproductive. This sample evacuation plan purposely omits a fire brigade section. It is recognized that some businesses or occupancies may have an internal fire brigade, but many businesses or occupancies are not equipped to provide for such. Therefore, these guidelines for evacuation team organization will concentrate on providing for the safe evacuation of the occupants in a building.

BUILDING SAFETY DIRECTOR

In the event of a fire, fire alarm activation, or other emergency, the Building Safety Director reports to the pre-established emergency evacuation command station. If your occupancy had a fire alarm control station or a central security station, this may be the most appropriate location for the emergency evacuation command situation. The building safety director will direct, supervise and coordinate the following:

- Assume command of the emergency evacuation command station.
- Determine the nature of the emergency and provide a course of action.
- Provide direction of evacuation procedures and contingencies as provided for in the emergency evacuation plan.
- Ensure that the fire department has been notified and provide pertinent information to the emergency dispatcher.
- Provide pertinent information and assistance to emergency personnel upon their arrival.
- Assign key personnel to assist the Fire Department with access to the building.
- Be responsible for assignments and training of the emergency evacuation plan team members.





ASSISTANT BUILDING SAFETY DIRECTOR

In the event of a fire, fire alarm activation, or other related emergency, the Assistant Building Safety Director reports to the pre-established emergency evacuation command station and assists the Building Safety Director with the duties associated with the position. In the absence of the Building Safety Director, this person will assume the duties and responsibilities of that position. This position is very important and requires a high degree of capability.

BUILDING EVACUATION TEAM LEADER

In the event of a fire, fire alarm activation, or other related emergency, the Building Evacuation Team Leader proceeds as follows:

- Contacts the Building Safety Director at the emergency evacuation command station to receive information and instructions on course of action.
- Ensures the effective implementation of the Emergency Evacuation Plan.
- In the absence of the Building Safety Director and the Assistant Safety Director, this person assumes the duties and responsibilities of those two positions.

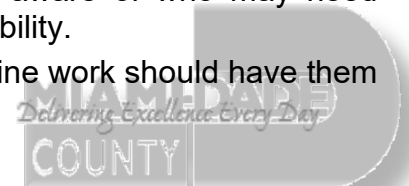
ZONE/AREA TEAM LEADERS

In the event of a fire, fire alarm activation, or other related emergency, the Zone/Area Team Leader proceeds as follows:

- Makes the appropriate notifications, stating fire or emergency conditions
- Is responsible for evacuating the immediate area and isolating this area to prevent the fire spread.
- Mitigates conditions, if possible
- Contacts the building Evacuation Team Leader for verification of alarm and course of action.
- Ensures that all occupants are notified of the fire or other emergency and that they proceed immediately to execute the emergency evacuation plan.
- Selects the safest exit to use for evacuation of occupants based on fire or emergency conditions.
- Supervises exit monitors and area searchers.
- In the absence of the Building Evacuation Team Director, this person assumes the duties and responsibilities of that position.

Zone/area team leaders:

- Work locale – Their work area should be in such a place that they would know who was or was not in the zone most of the time. This person is also aware of who may need assistance with evacuation due to permanent or temporary disability.
- Frequency of absence for their zone – The majority of their routine work should have them usually in the zone.





- Ability to stay calm and in control during an emergency – They should be able to command a presence of authority and responsibility.
- Familiarization with the zone – They should be familiar with the zone, the people, the building's overall layout, and surrounding area. They should also be familiar with all access routes to and from the building and the surrounding areas of the building and the surrounding areas of the building that may be designated as reporting areas.

ZONE/AREA TEAM ALTERNATIVES

In the absence of the zone/area team manager, or if the zone/area manager becomes a victim, these persons assume the duties and responsibilities for that person. These persons assist the zone/area leader with the duties and responsibilities of the position including the supervision of exit monitors and area searchers.

- Zone alternates – There should be one or two zone alternates. Having alternatives provides continuity if the zone/area leader is not present, has to assume the duties of the building evacuation team leader in his/her absence, or becomes a victim. In the event of a disaster, they can provide assistance to the zone/area team leader.

EXIT MONITORS

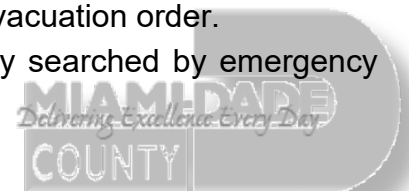
Each zone/area should provide exit monitors. These persons report to the zone/area team leaders and assist in the following:

- Identify the nearest and safest exit to be used for the evacuation.
- Report to the area of exit to provide direction and assistance to persons evacuating the building.
- Monitor the safe evacuation of all occupants and is ready to provide instructions as necessary.
- Ensure that doors are closed to compartmentalize the building during evacuation.
- Ensure that fire doors and stairwell doors are closed when not in use and after everyone in the zone has safely evacuated.

AREA SEARCHERS

Each zone/area should provide area searchers. It is not intended that these persons will risk their own safety to search for victims in fire conditions. These persons report to the zone/area team leaders and assist in the following:

- Ensure that everyone in the zone is aware of the evacuation order.
- Ensure that personnel in restrooms and other isolated areas are aware of the evacuation order.
- Ensure that everyone in the zone respond immediately to the evacuation order.
- Provide information on areas that may have to be immediately searched by emergency response personnel.
- Provide accountability for personnel in their zone/area.





EMERGENCY EVACUATION DRILLS

At least every six months, or as often as required by Code, emergency evacuation drills must be held for every building in accordance with a predetermined emergency evacuation plan. These emergency evacuation drills must be coordinated with the authority having jurisdiction. The Miami-Dade Fire Rescue Department will provide assistance, coordinate and schedule the drill activities with the building Security Director. The drill activities should consist of the following:

- Planning meeting – Fire Department meets with the Building Security Director and key personnel prior to the drill date to go over the emergency evacuation plan, become familiar with the plan and the building, and provide answers to any questions or concerns necessary to coordinate details for the drill.
- Drill Day – Fire Department personnel will monitor the drill and make observations of drill activities.
- Post drill critique – Fire Department personnel will meet with Building Security Director and key personnel to provide information gathered during the drill and to offer assistance with any observations made to help improve the safe evacuation of the building.

Contact the Community Affairs, Risk Reduction and Education (C.A.R.E.) to coordinate and schedule drill activities.

GUIDELINES FOR A SUCCESSFUL EMERGENCY EVACUATION DRILL

One of the most important things to remember is that the purpose of an emergency evacuation drill is to ensure the efficient and safe use of the egress facilities available. Orderly egress under control prevents the panic that has been responsible for the greater part of the loss of life in the major fire disasters of history. Order and control is the primary purpose of any evacuation and/or drill. Speed in emptying buildings, while desirable, is not in itself an object and should be made secondary to the maintenance of proper order and discipline. The following will provide general guidelines for the planning and implementation of a successful emergency evacuation drill:

- Alarm system
 - ✓ All alarm bells sounded
 - ✓ Alarm and public address heard in all occupied areas
 - ✓ Master control panel working properly
- Established evacuation routes
 - ✓ Designated evacuation route followed





- ✓ Routes are best adapted to available exits
- ✓ Exit ways clear and unobstructed
 - Occupant load divided equally according to exits available
- ✓ Fire doors to stairs kept closed when not in use
- Manner of evacuation to exits and safe areas
 - ✓ Elevator operation ceased
 - ✓ Proper formation of lines
 - ✓ Doors shut to compartmentalize rooms
 - ✓ Orderly movement, no crowding
 - ✓ Provisions for evacuation of disabled adequate
 - ✓ Restroom and other isolated areas checked for personnel
 - ✓ Groups moved to adequate safe area
 - ✓ All persons accounted for (some kind of roll call)
 - ✓ Fire Department access to buildings clear.

IMPORTANT THINGS TO KNOW AND REMEMBER

- The roof is not an approved exit.
- When the Fire Department arrives, the fire officer is in charge.
- Most critical areas for immediate evacuation in a high-rise are the fire floor, two floors above and two floors below the fire floor.
- Use elevators only when assisted by Fire Department personnel.
- Only personnel previously trained in fire extinguishers should ever attempt to use this equipment.
- Fire protection equipment must be maintained and tested as required by code.
- There must be at least one person at all times that a building is occupied capable of directing the evacuation of the building.
- Emergency evacuation drills must be conducted as required by code and coordinated with the authority having jurisdiction. All building occupants must be required to participate in any drills.
- Temporary employees and building occupants must be made familiar with the emergency evacuation plan.





FIRE DRILL EVALUATION

LOCATION: _____

DATE: _____ TIME: _____

COMMENTS

THIS WAS AN ACTUAL EMERGENCY EVACUATION: YES NO N/A _____

THIS WAS A PRACTICE DRILL: YES NO N/A _____

ALARM SYSTEM

1. ALL ALARM BELLS SOUNDED: YES NO N/A _____

2. ALARMS HEARD IN ALL OCCUPIED AREAS: YES NO N/A _____

3. MASTER CONTROL (PANEL) WORKING PROPERLY: YES NO N/A _____

ESTABLISHED EVACUATION ROUTES:

1. ROUTE EVACUATION PLAN FOLLOWED: YES NO N/A _____

2. ROUTES BEST ADAPTED TO AVAILABLE EXITS: YES NO N/A _____

3. EXITWAYS CLEAR AND UNOBSTRUCTED: YES NO N/A _____

4. PROPER NUMBER OF PERSONS ACCORDING TO EXITS AVAILABLE: YES NO N/A _____

5. FIRE DOORS TO STAIRS KEPT CLOSED WHEN NOT IN USE: YES NO N/A _____

MANNER OF EVACUATION ROUTES

1. ELEVATOR OPERATION CEASED: YES NO N/A _____

2. PROPER FORMATION OF LINES: YES NO N/A _____

3. WINDOWS AND DOOR SHUT (OR OPENED IN BOMB THREAT): YES NO N/A _____

4. ORDERLY MOVEMENT, NO CROWDING: YES NO N/A _____

5. PROVISIONS FOR EVACUATION OF DISABLED PERSONS ADEQUATE: YES NO N/A _____

6. RESTROOMS AND OTHER ISOLATED AREAS CHECKED FOR PERSONNEL: YES NO N/A _____

7. GROUPS MOVED TO ADEQUATE SAFE AREAS: YES NO N/A _____

8. ALL PERSONS ACCOUNTED FOR (ROLL CALL): YES NO N/A _____

9. FIRE DEPARTMENT ACCESS TO BUILDING CLEAR: YES NO N/A _____

MANNER OF RETURN TO BUILDING

1. RECALL SIGNAL USED AND DISTINCT FROM OTHER ALARM SOUNDS: YES NO N/A _____

2. ORDERLY CONDUCT: YES NO N/A _____

RESULTS

TIME TO EVACUATE: _____ NUMBER OF PEOPLE EVACUATED: _____

EXIT EVALUATION: VERY GOOD GOOD NEEDS IMPROVEMENT

EVALUATOR

PRINT NAME

SIGNATURE

