

OPS-SP-0026

Emergency Evacuation Plan

Revision History				
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1	07/21/2026	R. Strahan	RS, RG, NR	Update policy to separate by topic and content
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1 Purpose

The purpose of this policy is to establish basic procedures for the safe and orderly evacuation of all employees, contractors, and visitors in the event of a drill or emergency. These procedures aim to minimize risk and ensure compliance with best practices.

This policy provides a concise approach for determining evacuation routes, designating emergency responsibilities, and conducting training to confirm preparedness. Procedures are broken down by emergency type and facility specific evacuation protocols. Emergency contacts are included within the scope to ensure preparedness.

2 Scope

This policy applies to all Ampirical locations and worksites, including office spaces. It is designed to address various emergency situations requiring evacuation, such as:

- Fires (and evacuation drills)
- Explosions
- Workplace violence or active threats
- Natural disasters
- Severe weather
- Medical emergencies (medical evacuations)
- Active shooters
- Bomb threats
- Poisoning

The emergency evacuation procedures outlined in this policy must be followed by all personnel and visitors. Evacuation plans are to be reviewed annually and updated whenever significant facility changes occur.

3 Definitions

3.1 Active Shooter

- An individual actively engaged in killing or attempting to kill people in a confined and populated space. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

3.2 Bomb Threats

- A written, verbal, or electronic warning that an explosive device has been placed or may be detonated at a facility or location. All bomb threats are treated as credible until assessed by appropriate authorities.

3.3 Phone Threats

- A type of threat received via telephone in which an individual communicates harmful intent, such as a bomb threat or violent act. These threats often require gathering key details (caller identity, tone, background noise, message specifics, etc.) to assist emergency responders.

3.4 Suspicious Packages

- Any item that appears unusual, out of place, or potentially hazardous and may pose a threat. Indicators can include excessive packaging, strange odors, visible wires, stains, or unexpected delivery. Such items must not be handled and should be reported immediately.

3.5 Workplace Violence

- Any act or threat of physical violence, harassment, intimidation, or disruptive behavior that occurs at the worksite. This includes verbal threats, physical assaults, and active shooter situations that pose a risk to employee safety.

3.6 Medical Emergency

- An unexpected injury or illness that requires immediate medical attention. This may include life-threatening conditions such as cardiac arrest, severe bleeding, choking, or other serious health events requiring prompt response and activation of emergency medical services (EMS).

3.7 First Aid/CPR/AED Trained

- An individual who has successfully completed recognized training in first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use and is competent to provide basic emergency medical care until emergency medical services arrive. Authorization to administer medical aid during workplace medical emergencies is limited to these trained individuals.

3.8 Fire Response

- Immediate actions taken when a fire or smoke is detected, including activating alarms, notifying emergency services, using fire suppression equipment if trained, and initiating evacuation procedures to ensure life safety.

3.9 Fire Drill

- A planned and supervised exercise that simulates a fire emergency to practice evacuation procedures, evaluate preparedness, and ensure all personnel understand alarm recognition, exit routes, and muster point protocols.

3.10 Evacuation Muster Point

- Predetermined area where employees, contractors, visitors, and vendors will assemble during a building evacuation.

3.11 Shelter in Place

- A protective action where individuals remain indoors and move to a designated safe area within a facility to reduce exposure to hazards such as severe weather, hazardous materials, or external threats.

3.12 Severe Weather or Natural Disasters

- Environmental events such as hurricanes, tornadoes, floods, lightning storms, or other hazardous weather conditions that pose risks to safety and may require evacuation or shelter in place procedures.

4 Responsibility

4.1 Emergency Director

- Oversees the execution of the emergency evacuation plan.
- Enforces the emergency evacuation plan.
- Reviews the plan annually and implements the appropriate changes if necessary.
- Authorizes the emergency evacuation plan when deemed necessary.

4.2 Emergency Coordinators

- Activates the emergency alarm system when confirmation is given by the Emergency Director.
- Communicates with emergency response personnel and ensures a full building sweep has been conducted.
- Confirms all personnel have reached the designated muster points.
- Provides updates and authorizes the all-clear signal when it is safe to re-enter the facility.
- Performs monthly inspections of emergency facilities systems.

4.3 Fire Wardens

- Directs employees along the evacuation pathways and ensures orderly movement.
- Conducts a sweep check of their assigned area before exiting.
- Reports unaccounted personnel to the Emergency Coordinator or emergency responders.
- Assists employees requiring special evacuation assistance.

4.4 Employees & Visitors

- Recognize an emergency.
- Follow designated evacuation routes and instructions.
- Proceed directly to muster points or shelter in place locations as directed.
- Refrain from re-entering the building until an official all clear is given.

5 Procedure

5.1 General Preparedness

- Ensure all personnel are familiar with the location of AEDs.
- AEDs must be visible, clearly marked, and accessible.
- Fire extinguishers and AEDs per office will be determined by the Safety Department.

5.2 Medical Emergency

- Life-threatening conditions include cardiac arrest, severe bleeding, or choking.
- Only attempt to administer emergency aid if trained to do so.
- Dial 911 immediately and provide the following:
 - Address, floor, room, and/or nearest landmark.

- Victim's condition.
 - Whether CPR or AED is being used.
- Clear the area for emergency responders.
- Do not perform CPR if the person is breathing and has a pulse.
- Stay with the individual until emergency responders arrive to take over.
- Purchasing or accepting a hazardous chemical without an available SDS is prohibited unless reviewed and approved by Safety or responsible management before use. Additional monitoring shall be performed whenever changes in equipment, processes, work activities, or site conditions may affect employee noise exposure levels or hearing protection effectiveness.
- Supervisors shall ensure employees know how to access Safety Data Sheets (SDSs) for chemicals in their work area. Electronic SDS access must remain available throughout the shift; when electronic access is not practical, an alternate access method must be provided.
- SDS records shall be retained in the SDS library for as long as the chemical is used or stored and shall be updated when revised SDSs are received or when chemical information changes.

5.3 Poisoning

- Call the Poison Control Hotline (1-800-222-1222) immediately.
- Notify Safety.
- Do not leave the victim unattended.
- Provide substance information (container, label, witness accounts).
- Follow Poison Control instructions.

5.4 Active Shooter General Guidance

- Attempt to de-escalate only if deemed applicable.
- If unsafe: call 911 immediately (without making the shooter aware of your location) and notify the Emergency Director if possible.

5.5 Run (Preferred if Safe)

- Plan an escape route. Escape if the shooter is distant and a safe route exists.
- Leave belongings behind and encourage others but do not wait if they refuse.
- Prevent others from entering the area.
- Call 911 once safe. Provide the following:
 - Location
 - Number of shooters
 - Weapons
 - Injuries
- Keep hands visible and raised for law enforcement upon exiting the building.

5.6 Hide (If Escape is not Possible)

- Hide in an area out of the shooter's view or shelter in a lockable room (office, breakroom, restroom, conference room).
- Turn off lights, silence phones, and stay low and quiet.
- Lock and barricade the door with any heavy furniture/chairs and doorstops.

- Hide behind large objects when possible.
- Do not trap yourself or restrict options for movement.
- Do not respond unless you confirm it is law enforcement.
- If safe, text 911 with your location and situation.
- Wait for law enforcement to arrive.

5.7 Fight (Last Resort)

- If confronted and life is in immediate danger:
 - Use improvised weapons (fire extinguishers, chairs, heavy office equipment).
 - Keep moving, if possible, to make yourself a more difficult target.
 - Target vulnerable areas (eyes, throat, groin).
 - Act quickly and decisively. Do not hesitate.
 - Shout, throw objects, and fully commit to each action.
 - Work as a team if others are present.

5.8 Phone Threats

- Stay calm and keep the caller talking.
- Gather as much information as possible (caller ID, exact words, tone, etc.).
- Notify law enforcement and Safety.

5.9 Suspicious Packages

- Do not touch or move.
- Look for signs: excessive tape, wires, stains, odors, unusual shape/weight.
- Shut down HVAC if possible.
- Cover with a trash can if safe.
- Isolate the area, call 911, and notify Safety.

5.10 Fire Response

- If fire is detected:
 - Call 911.
 - Pull the nearest fire alarm.
 - Use a fire extinguisher if trained and safe.
 - Notify the Emergency Director.
 - Begin evacuation immediately, even if the fire seems contained.

5.11 Fire Drills

- Treat every alarm as an emergency.
- Remain calm, leave immediately, and do not collect belongings.
- Follow posted evacuation maps and fire exit pathways.
- Proceed to designated muster point for headcount.
- Re-enter only when cleared by the Emergency Coordinator.

5.12 Emergency Notification and Alarm Activation

- Any employee may:
 - Activate the nearest fire alarm.
 - Call 911 and provide:
 - Nature of emergency.

- Exact location.
- Number of people affected.
- Any known hazards.
- Verbally warn nearby personnel (if safe).

5.13 Evacuation Process

- Be familiar with designated evacuation routes from the building specific EAP (Emergency Action Plan).
- Stay calm and follow exit signage.
- Do not use elevators.
- Assist those with mobility impairments.
- Last person leaving should close doors.
- Proceed to muster/assembly points for headcount.

5.14 Phone Threats

- Fire Wardens take roll at muster points.
- Missing persons must be reported to Emergency Coordinator and responders.

5.15 Special Considerations

- Conference Rooms & Large Gatherings: Fire Wardens must sweep and ensure all have exited.
- Restrooms & Storage: must be checked before Fire Wardens exit.
- Electrical & Server Rooms: shutdown procedures followed if safe.
- Coffee/Kitchen Areas: avoid congestion in narrow hallways.
- Individuals Requiring Assistance: assigned responders escort them to stairwell landings or safe zones for rescue.

5.16 Re-Entry Protocol

- Fire Wardens take roll at muster points.
- Missing persons must be reported to Emergency Coordinator and responders.

5.17 Shelter in Place

- Move to interior zones without windows (hallways, breakrooms, enclosed areas).
- Monitor official emergency alerts (NWS, NOAA, local news).
- Emergency Director and Emergency Coordinator determine if evacuation or shelter-in-place is required.
- Announcements may be made via PA system, intercom, or emergency text notification system.
- Refer to building specific EAPs for designated shelter in place locations.

5.18 Severe Weather

- Follow shelter-in-place procedures if announced.
- Await instructions from Emergency Director.
- Emergency Coordinator provides real-time status and the all-clear signal.
- Refer to building specific EAPs for further instructions.

6 Training

All new employees receive evacuation training as part of their onboarding process since drills are conducted annually. It is necessary for new or current hires to be versed in appropriate evacuation procedures to ensure that all staff are prepared for a potential emergency.

- Training will cover the following:
 - Recognizing alarm signals and emergency notifications
 - Identifying primary and secondary evacuation routes.
 - Reviewing special evacuation procedures for employees needing assistance.
 - Demonstrating orderly evacuation procedures.
 - Ensuring readiness for the headcount process.
 - Standing by for the “all clear” signal.
- The EEP/EAP procedures (and training) are reviewed annually to ensure that they cover current Ampirical facilities and for any facilities updates that may occur.
- If you have any questions about emergency preparedness and procedures, please contact safety@ampirical.com.

7 References

29 CFR 1910.38
29 CFR 1926.35
NFPA 101