



Operation Threshold Action Plan

- In Case of Fire -



Read & familiarize yourself with the procedures below.
(Version date 3/28/17)

Employee Discovering a Fire:

Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm/warning if available.

- Dialing “1000” (ALL CALL) on our office phone system will activate all office speakerphones and announcements will be heard over the WATERLOO speakerphones that are on the system. This can be used to alert staff of any danger.
- Outreach offices can send the ALL CALL - but only the Waterloo Office speaker phones will announce the message. So additional communication is needed to notify any personnel in the Outreach offices.
- Anyone can give a warning...it is better to repeat the announcement than not have one.
- From a safe location, call 911 as soon as possible.
- Send two people (greeters) to the building entrance to await the fire department. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter directs or escorts the fire dept. personnel to the scene.

Evacuation:

Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire situations).

- If time and conditions allow, employees can assist other people in evacuating and can check conference rooms, lavatories, and offices to be sure that all personnel, clients, etc... are evacuating. However, in no circumstances are any individuals asked to assume any undue risk.
- Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuation, should have an evacuation assistance plan in place. The assistance plan should be developed with the employee's Department Director and HR Director.
- Upon exiting the building, personnel should report to their supervisor for a headcount. All personnel should gather and be accounted for by the Department Directors or Outreach Supervisor.
- If anyone (employee, client, etc...) is missing, an immediate report should be made to the highest ranking employee who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the highest ranking employee and only after the fire department deem it appropriately safe to do so.
- In the event of inclement weather, the highest ranking employee will attempt to make arrangements for all personnel to move to a sheltered area.

Waterloo Office - The outside meeting place is the west end of the employee parking lot - furthest away from the office building (by the bar).

Buchanan Office - The outside meeting place is in the middle of the parking lot by the street light.

Grundy Office - The outside meeting place is across the employee parking lot (toward Subway).

Should you have any questions please talk to your immediate supervisor.