

Corporate Building Evacuation Policy and Procedures

Roles and Responsibilities

In the event of a building evacuation, these are the roles and responsibilities:

Role	Responsibility
Employee	Immediately leaves the building safely, using the closest safe exit. Follow directions.
Department Manager & Assistant Managers	Evacuates department employees from the building.
Zone Monitor	Assists managers & Assistant Managers in evacuation; inspects assigned zone; reports to Fire Warden. During periods of minimal occupancy both the Facilities and Security Teams will act as Zone Monitors
Assembly Area Monitor	Coordinates with Fire Warden and directs employees to designated safe areas for assembly.
Fire Warden	Coordinates evacuation; acts as liaison between DT and City of Scottsdale Fire Captain or other official.

Employees

When the alarm sounds, Employees will follow these steps:

Step	Action
1	<ul style="list-style-type: none"> Immediately get up and out of the building, using the closest exit that is safe to use. Do not use the elevators. They lose power and are not safe. Follow instructions given by your manager or other authority.
2	Once outside, follow the directions of the Fire Warden and/or the Assembly Area Monitor and proceed to the assembly area they direct you to.

Department Managers & Assistant Managers

Managers & Assistant Managers are responsible for getting their people out of the building safely. Each manager needs to assign a back-up person to handle this responsibility in case the manager is off-site or in a meeting during an evacuation.

When the alarm sounds, Department managers and Assistant Managers will follow these steps:

Step	Action
1	<p>Get your people up and out of your department and heading for the exits. Assign a buddy to any employee who may need assistance.</p> <ul style="list-style-type: none"> Each department has two primary exits to choose from. Choose the closest exit, if safe to do so. If someone refuses to exit the building, don't stay and argue with them. Leave the building and provide their name and location to the Fire Warden. The Fire Warden will be wearing a colored vest in the assembly area.
2	Once outside, follow the directions of the Fire Warden and/or the Assembly Area Monitor and proceed to the assembly area they direct you to.
3	Support the Fire Warden/Assembly Area Monitor by assisting and transitioning your department to the designated area.

**Zone
Monitors**

When the alarm sounds, Zone Monitors will follow these steps:

Step	Action
1	Assist respective Managers & Assistant Managers in encouraging their employees to get up and out of the building using their primary or secondary exit.
2	Inspect your zone. <ul style="list-style-type: none"> Start from the back of your area and work your way toward the exits per best practice. <ul style="list-style-type: none"> Walk every aisle and inspect every cubicle. Copy Rooms Kitchenettes Closets Patios Men's and Ladies Restrooms Assist or ask for assistance with employees who may have difficulty descending the stairs. Evacuation chairs are located in the North and South Stairwells if needed.
4	When arriving at assembly area, check in with the Fire Warden and report the status of your zone: <ul style="list-style-type: none"> All clear, or Provide the names of those individuals who are refusing to leave and indicate their location on building floor plan

**Assembly
Area Monitors**

When the alarm sounds, Assembly Area Monitors will proceed directly to the assembly area. They will direct the employees to remain in the assembly area and communicate any updates received from the Fire Warden to the group.

Fire Warden

The Fire Warden facilitates the orderly evacuation and assembly of the employees and acts as a liaison between the Fire Captain and Discount Tire Leadership.

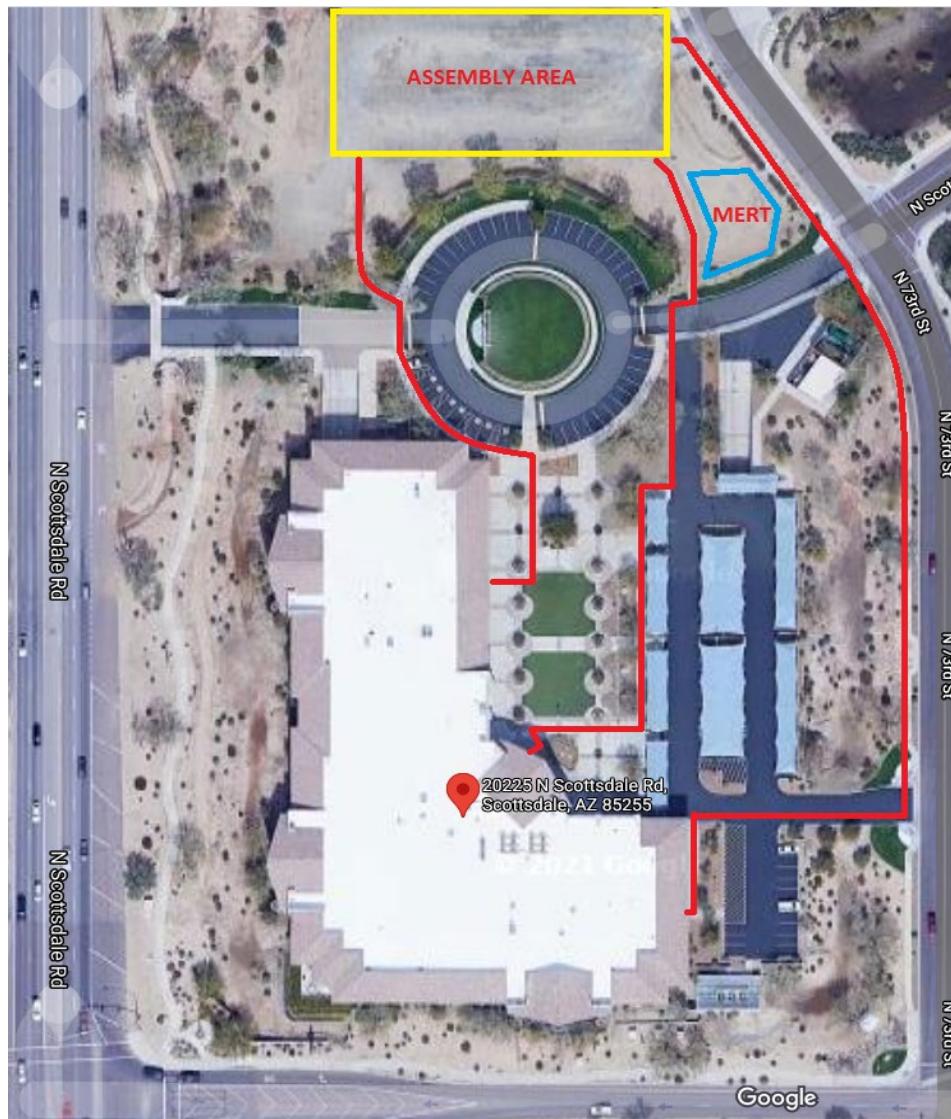
When the alarm sounds, the Fire Warden will follow these steps:

Step	Action
1	Go to the designated Assembly Area and facilitate the assembly of the employees. If needed, request/delegate other duties in order to facilitate the evacuation.
2	Collect information from the Zone and Assembly Area Monitors.
3	Forward information collected from the Zone and Assembly Area Monitors to the Fire Captain or other designated official.
4	Meet with the Fire Captain and Fire Marshall to receive feedback on the performance and areas in need of improvement for our building evacuation.
5	Adopt, implement, and execute directives from the Fire Captain and/or Fire Marshall as it relates to our building evacuation and fire safety.

**Assembly
Area Location**

The below map identifies the Assembly Area location, the recommended pathways to reach the Assembly Area based on the exit used, as well as the Medical Emergency Response Team (MERT) tent location. Please yield to responding emergency vehicles as you cross the driveways.

Corporate Campus Assembly Area Location



Contact

Contact Keith McGill with any questions or concerns.