



EMERGENCY EVACUATION PLAN

TOOLBOX TALK SERIES – FIRE PREVENTION

October 2025

Video Introduction

Today's safety topic begins with a short training video from **GotSafety**:

Title: *"Emergency Action Plan Training Video: Prepare for Workplace Emergencies"*

Watch here: <https://youtu.be/8WnTg6TNr98?si=FUHsuCOwo4dcMegf>

This video highlights emergency action planning and how to prepare for emergencies in the workplace.

The goal of today's toolbox talk is to ensure every employee — whether at Town Hall, DPW, Parks Operations, or the Community Center — **understands their role and responsibilities** during an emergency evacuation.

Evacuations can happen for many reasons, and when they do, **every second counts**. Your safety — and the safety of others — depends on quick, calm, and coordinated action.

What Triggers an Evacuation?

You must evacuate immediately when:

- A **fire alarm** sounds (triggered by smoke, heat detectors, or pull stations)
- A **supervisor, fire warden, or emergency responder** instructs you to evacuate
- You **personally see** smoke, flames, a hazardous spill, or other threat
- A bomb threat, suspicious package, or radiological threat is identified

Do not wait for confirmation or assume it's a drill. When in doubt, get out.

General Evacuation Procedures

When the alarm sounds:



1. **Stop what you're doing** immediately — don't try to "finish up" work or grab personal items.
2. **Proceed to the nearest safe exit.** Know at least two ways out of your area.
3. **Help others** nearby if it's safe to do so — especially disabled coworkers or visitors.
4. **Close doors behind you** to help contain smoke or fire.
5. **Walk, don't run.** Stay calm and move quickly, staying alert for hazards.
6. **Assemble at your department's designated meeting location** (listed below).
7. **Do not re-enter the building** until fire officials or authorized personnel give the all-clear.

If you're away from your normal workstation when the alarm sounds, exit through the **nearest exit**, then walk outside around the building to your department's meeting point.

Town of Perinton Assembly Locations

Each department has a **specific meeting location** to ensure everyone is accounted for:

Department	Assembly Location
Town Hall	Front Lawn Near the Mailbox
DPW	South Parking Lot Near Building A
Parks Operations	North Parking Lot
Community Center	North and West Entrances — stay clear of doors to allow access
Aquatics Center	Stage area at rear exit in the storage room

Why this matters: Supervisors will take attendance at these spots. This is how we make sure everyone got out safely.

Employee Responsibilities

Each employee plays a key role in a successful evacuation.

All Town employees must:

- **Familiarize yourself with evacuation routes and exits** in all buildings you work in regularly.
- **Keep aisles, exits, and stairwells free of clutter** or obstructions at all times.
- If a fire is observed:
 - Activate the nearest **pull station**
 - Use the **PASS protocol** (see below)
 - Call 911 if a pull station is unavailable



- Take **visitors and vendors** with you — ensure they stay with your group.
- **Do not attempt to fight fires** unless trained and it's a small, manageable fire.
- Once evacuated, **stay at your assembly point** until told otherwise.

Remember the **PASS system** for emergencies:

- **P – People** – Rescue anyone in immediate danger
 - **A – Alarm** – Activate the nearest fire alarm
 - **S – Suppress** – Suppress the fire if trained and safe (close doors to contain)
 - **S – Safe** – Move to a designated safe location outside the building
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Supervisor & Fire Warden Responsibilities

Supervision plays a **critical leadership role** during evacuations.

Supervisors and Fire Wardens must:

- Ensure that **everyone evacuates their area** — including visitors and temporary staff.
- Direct employees toward **safe exits and assembly points**.
- **Verify** all employees are accounted for.
- Inform emergency responders of:
 - Any **missing or unaccounted-for personnel**
 - Known **hazards** (chemicals, gas lines, electrical hazards)
 - **Key access information** (location of keys, utility shutoffs, etc.)
- Ensure **no one re-enters the building** until authorized.
- Provide **assistance to disabled individuals** or coordinate with others to assist them.

Fire Wardens should be familiar with building layouts and trained in basic emergency procedures.

Special Situations

Emergencies may go beyond fires — here's how to respond to other threats:

1. Bomb Threats

- Stay calm; if you answer a threat call, try to get:
 - Location of bomb, time of detonation, caller's voice/accent, any background noise
- **Notify Supervision and Safety/Security immediately**



- Evacuate **only if directed**
 - Assemble at designated location and report to supervisor
 - Names of those receiving the call must be given to authorities
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2. Radiological Threats

- Move away from the suspected source
 - **Activate alarm or call 911**
 - Notify Supervision and evacuate
 - Assemble and report in as usual
 - Names of affected personnel will be provided to emergency services
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3. Suspicious Mail or Packages

If unopened and suspicious:

- Do not move or open it
- Alert coworkers and **evacuate the area**
- Wash hands and call 911
- Notify Supervision
- Shut down ventilation systems (Maintenance)
- Provide list of people in the area to responders

If opened and powder/substance spills:

- Do not touch or attempt cleanup
 - Leave the item and evacuate area
 - Call 911 and notify Supervision
 - Wash hands thoroughly
 - Await emergency instructions
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4. Threatening Person / Intruder

- Use the internal phrase "**Mr. Blue**" to discreetly signal danger
 - Alert co-workers or call another department
 - The recipient should **immediately call 911** and notify Safety & Security
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Discussion Questions

- Where are the **nearest two exits** in your primary work area?
 - Who is your **Fire Warden** or emergency point of contact?
 - Do you know where your department's **meeting point** is?
 - Are there **obstacles or storage issues** that could block your exit paths?
 - What would you do if you had a **visitor or new employee** with you during an evacuation?
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Reminders

- Keep **routes clear**, **know your exits**, and **never assume an alarm is a drill**.
- Always prioritize **life safety** over property or equipment.
- **Do not return** to a building until an official **“all clear”** is given.

