

Treasury Documentation**Subject:** Bureau of Investments Fire and Severe Weather Plan**For:** EMPLOYEE and SAFETY AND HEALTH
HANDBOOKS
Facility and Mail Operations**Also See:**

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Notes: This Emergency Evacuation Plan has been developed for the safety and protection of all employees. The safe movement of a large number of employees during an emergency situation is critical and should not be taken lightly. This plan covers three types of emergency situations: fire, tornado, or other severe weather. It also covers the Emergency Monitor Program.

When dialing 9-911, ask for the East Lansing Dispatcher.

This Bulletin applies to the Bureau of Investments, with offices located at 2501 Coolidge Road, in the Fifth Third Bank Building in East Lansing, MI. Employees should follow the building evacuation procedures posted near exits and elevators on the fourth floor. Employees should contact their immediate supervisor if they have questions on emergency evacuation plans.

Employees should familiarize themselves with primary and secondary exits from their work stations. **No elevators may be used during an emergency evacuation.** An employee who will need help exiting the building should notify his or her supervisor so that we can ensure that there is someone to assist the employee during an emergency evacuation.

All supervisors should communicate the appropriate meeting place to employees under their supervision to ensure that in case of an emergency all employees know where they are to meet once they are outside or in the designated tornado area.

Fire

Employees who discover a fire must immediately take the following steps:

1. Activate the nearest Fire Alarm Pull Station.
2. Call 9-911 and report location of fire, from a safe location.
3. Evacuate building, using the stairwells.

Everyone must evacuate the building immediately upon hearing the fire alarm, which is an **audible alarm and flashing lights** or upon notification from an emergency monitor or designated employee. The following procedure must be followed:

1. Employees must immediately proceed to the nearest available exit or stairwell and evacuate the building. Everyone should leave the building in a calm, orderly manner; no running, pushing, or crowding will be tolerated. Supervisors will be held responsible for the conduct of their employees.

2. Individuals needing assistance to reach the ground floor or exit the building should remain in the stairwell on their floor with an assigned assistant/emergency monitor and will be evacuated with the assistance of experienced fire personnel. If a fire-safe area is not available, employees and Emergency Monitors will help the individual exit the building.
3. Upon arriving at the ground floor, everyone must leave the building through the nearest available exit and proceed to the north-west corner of the rear parking lot. Do not go back into the building until the “**All Clear**” has been given.

During a fire alarm, fourth floor lobby doors will automatically close and unlock with access doors leading to the stairwells automatically unlocking, as well. Card readers in the stairwells will be unaffected by the alarm.

Tornado Watch or Warning

A **tornado watch** indicates that weather conditions are considered favorable for the development of a tornado. Employees should be alert to changing weather conditions and be prepared to seek appropriate shelter, as needed. A **tornado warning** indicates that a tornado or funnel cloud has been sighted or detected by radar in the area. Employees should seek shelter immediately when a tornado warning is issued for their area.

Procedures for a **tornado warning** are as follows:

1. Upon hearing the outside tornado warning sirens or notification from an Emergency Monitor, proceed down the stairwell to the shelter area which is the **Bureau of Investments storage area located in the basement**.
2. Return to work only after the “**All Clear**” has been given.

During a tornado warning, key card access doors in the fourth floor lobby and stairwells will not automatically unlock, but will unlock with the use of an employee access card.

Other Severe Weather Warnings

Employees should be alert to changing weather conditions and be prepared to seek appropriate shelter, as needed.

Emergency Monitor Program

The Bureau of Investments has implemented an Emergency Monitor Program in order to notify employees of an emergency and ensure that they have evacuated or are sheltered properly during an emergency.

Fire Alarm

During a fire alarm, Emergency Monitors have the following responsibilities:

Monitors:

1. Upon notification of a fire, go to assigned areas and ensure that all employees are evacuating.
2. Note anyone that needs assistance or that refuses to leave.
3. Report the status of area monitored to roamer, including names and locations of anyone that needs assistance or that refuses to leave.
4. Help anyone that needs assistance.
5. Evacuate the building.

Roamers:

1. Wait for monitors to check in with status of area monitored.
2. Do a sweep check of the floor to ensure that all employees have evacuated the building.
3. Ensure that those employees who cannot descend the stairs are safely in the stairwell and have an assistant with them.
4. Evacuate the building,
5. Report to emergency personnel the names and locations of anyone that needs assistance or that refuses to leave.

Tornado Warning

During a tornado warning, the Emergency Monitors have the following responsibilities:

Monitors:

1. Upon notification of a tornado warning from either the weather radio or the outside sirens for Ingham or Clinton Counties, go to assigned area and notify all employees in the area to seek shelter and ensure that employees are heading to the shelter area. Those monitors assigned to do so will head directly to the basement and unlock the doors to the shelter area.

Note: The first basement door requires a key and the second door will unlock with an employee access card.

2. Note anyone that needs assistance or that refuses to leave.

3. Report the status of area monitored to roamer, including names and locations of anyone that needs assistance or that refuses to leave.
4. Help anyone that needs assistance.
5. Proceed to the shelter area.

Roamers:

1. Wait for monitors to check in with status of area monitored
2. Do a sweep check of the floor to ensure that all employees have evacuated the building.
3. Ensure that those employees who cannot descend the stairs are safely in the stairwell and have an assistant with them.
4. Proceed to shelter area.
5. Report to emergency personnel the names and locations of anyone that needs assistance or that refuses to leave.

Individuals That Need Assistance

Employees that need assistance descending the stairs or who cannot descend the stairs, whether from a permanent or temporary disability or condition, should inform their supervisor as soon as possible of their condition. Supervisors should work with the employee to identify at least two other employees who can help them during an emergency. During a fire or tornado, employees who cannot descend the stairs should stay in the fire-resistant stairwell with at least one of their assistants. Emergency Monitors should relay the location of employees needing assistance to emergency personnel, as soon as possible.

Employees should also be mindful of any visitor(s) that they bring into the building that may need assistance descending the stairs or who cannot descend the stairs at all. If able, those employees should assist their visitor(s) during an emergency. If the employee cannot assist their visitor(s) during an emergency, they should inform the nearest monitor and assist in finding someone who can assist the visitor(s).

First Aid / CPR Responders

First Aid / CPR Responders should be aware of the potential need for medical assistance and should be alert to the orderly progress of the evacuation and be prepared to respond to situations as they occur.

Medical assistance may be needed for pre-existing conditions or may arise as a result of the evacuation or the fire or the warning. This need may occur at any point during the evacuation, starting in the employee work areas, through the evacuation route, at the final destination, or even during the return to workstations after the "All Clear" is given.

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