

Fire Emergency Plan

Emergency exit floor plans of the Electric Cooperatives Building have been developed and provided to each employee of ODEC and the VMDAEC. In addition to recommended evacuation routes, these plans show the location of all fire extinguishers, fire alarm pulls, floor and building exits and the fire alarm panel and controls.

Manual fire alarm pull boxes are located adjacent to the stairwell exit doors on each floor of the building. When a manual alarm box lever is pulled, it activates the building-wide alarm system. The activation of the alarm system serves both the purposes of alerting all building inhabitants that they should immediately exit the building and notifying the alarm system monitoring company to alert emergency personnel to respond to a fire emergency at our address. Once a manual alarm box is pulled, the alarm system will activate by producing a piercing sonic signal and strobe lights will flash from the many alarm signaling devices installed throughout the building. Every employee should review the emergency exit plans and the locations of the exits, alarm pulls, and fire extinguishers periodically to ensure that they are prepared to respond appropriately in the event of an evacuation emergency.

In the event of an emergency building evacuation, it is mandatory that employees and their guests exit the room or office that they are in, and then proceed to the nearest stairwell exit and evacuate the building in a quick but orderly manner. As indicated previously, the building fire alarm system will emit an audible warning and a strobe light will flash from each of the alarm signaling devices installed throughout the building. If possible, an announcement of the emergency will also be made via the public address system. Once employees and their guests evacuate the building, they are to gather at the back of the parking lot adjacent to Innslake Drive on the east side (the side closest to Cox Road as opposed to Dominion Blvd.) and away from the lot entrance so that we can begin immediately accounting for everyone. Those first and second floor employees, who choose to exit the Building from the rear, should use the walkway from the rear of the building and proceed in a safe manner to the parking lot meeting location. **Under no circumstances are employees to attempt to use the elevators during an emergency evacuation.** The elevators will be inoperable and/or dangerous in the event of an actual emergency.

Once employees and their guests have arrived at the meeting location, they should gather with others from their department as quickly as possible for accountability purposes. No one should leave the assembly area/premises until an “all clear” announcement is given. Employees or guests who leave the property prior to an all-clear announcement will be presumed to be still inside the building. Therefore, it is extremely important during a drill or an actual fire emergency that all employees remain in the assembly location until they are advised to leave.

As part of the ODEC Security Policy, visitors are required to sign a Visitor’s Log when entering and leaving the Electric Cooperatives Building. This log is maintained at the Security Officer’s desk and maintains an accurate account of the employee with whom the visitor is meeting and the visitor’s time of arrival and departure. At the time of sign-in,

visitors are to be instructed on the exit locations and emergency meeting location in the event of building evacuation. In the event of a building evacuation, either by emergency or drill, the Security Officer is to don a red hard hat for easy identification purposes and take the Visitor's Log and the Department Check-In List to the emergency meeting location.

After arrival at the emergency meeting location, all supervisors will take a head-count of the departmental employees working under them, and will notify the Security Officer of any employees that cannot be accounted for. If the supervisor is absent from work during the day of a drill or emergency evacuation, these duties are to be handled by the Secretary for the department. If both are absent, then employees (clustered by department as described above) will confer and report any unaccounted department members to the Security Officer. The Security Officer will use the Department Employee Check-In List to account for employees after meeting with the supervisors of each Department. The Security Officer will also go through the Visitor's log with "host employees" to determine if their guests have successfully exited the building. The Security Officer will compile a list of unaccounted-for employees and visitors who may have remained in the building and provide that list to the on-site Incident Commander of the responding fire and rescue unit.

Employees who have any special needs or who require assistance during an emergency evacuation of the building are encouraged to discuss their needs with their supervisor or the Vice President of Human Resources. If any employee is identified as having a need for assistance in evacuating the building, the Vice President of Human Resources will determine what course is required to address those needs.

Fire Drill Procedures

We ask that all employees, tenants and visitors participate in all fire drills. We will make every effort to conduct the drill efficiently and get everyone back to work as soon as possible; however, a building sweep will be conducted after each trial evacuation to ensure that no one remains inside during the exercise. Fire drills are essential to providing all who work here with an even safer working environment. They also provide us with an opportunity to test the building's fire alarm system. As a general rule, fire drills will be unannounced.

Here are some important things to review and remember during a fire drill:

- Prior to every drill, the Property Manager will contact the alarm monitoring company, Central Station, to ensure that the company does not unnecessarily notify the fire department. At the conclusion of all drills, the Property Manager will call Central Station to inform them that the drill has been completed and that the alarm system has been returned to the ready state. During an actual emergency, the alarm monitoring company would alert emergency services to respond immediately to the building.
- Employees and their guests are not to use the elevators during drills. The elevators will be inoperable and/or dangerous in the event of an actual emergency.
- Stay calm during drills and use due caution when exiting through the stairwells.
- The alarms emit a very piercing tone and have a visual strobe light indicator.
- Please consider that if this were a real event: building occupants may need to crawl to the nearest exit because of smoke-filled hallways; fire might block a planned exit so know where the next closest exit is located and have a secondary or backup escape route; check to see if the door in a closed office or room is unusually warm before opening it.
- Supervisors are expected to account for their immediate reports. Once employees have reached the evacuation location in the parking lot, they should gather with other members of their department and report immediately to their supervisor. It is very important that supervisors know if their employees are out of the office (vacation, sick, business travel, lunch, etc.) so they can account for anyone not present. Supervisors are to report any employees who are unaccounted for to the Security Officer. In the absence of the supervisor, these duties can be handled by the Secretary for the department or a consensus of the departmental employees that have gathered together as instructed.
- In the event of an emergency, employees should be accountable for the safe exit of any visitors they are hosting in the building. The Security Officer will take the

visitor log to the evacuation location for verification that all visitors are accounted for. Employees should, as soon as possible, report the status of any visitors that evacuated with them to the Security Officer so that he/she can rapidly inventory the visitor list of those who have checked in.

- The Property Manager and members of the Environmental, Health, and Safety Department and/or Human Resources Department will be stationed on each floor of the building during drills to monitor the effectiveness of the drill. Additionally, they will conduct a sweep of each floor to make sure everyone has exited the building safely and they will check all of the alarm devices to ensure that they are functioning properly. Everyone should remain in the parking lot until the “all clear” announcement that signifies that the drill is complete.
- Fire drills may be conducted at any time of day and under any kind of weather condition. Drills may include varying scenarios to simulate real fire or emergency incidents. Such scenarios may include the blocking of certain exits with simulated fire (person or sign standing in front of an exit holding a sign). The blocking of exits will require employees to realize that the common paths of egress may not be available during real emergencies.

The drill will be evaluated and any revisions to the plan, if needed, will be provided to every employee. If you have any questions regarding fire evacuation procedures and drills, please contact Davis Phaup or Jon Reed.

Fire/Evacuation Drill or Emergency Log

1. Date performed:_____
2. Drill or actual emergency?:_____
3. Individual(s) conducting drill:_____
4. Time of drill or emergency:_____
5. Weather conditions:_____
6. Notification method used:_____
7. Description of notification method:_____

8. Special conditions simulated:_____

9. Staff members on duty and who participated:_____

10. Number of occupants evacuated:_____
11. Total time required to complete evacuation:_____
12. Problems encountered/lessons learned:_____

13. Schedule for implementation of corrective actions:_____

Retain this form for a minimum of 5 years.