

EMERGENCY EVACUATION PROCEDURES

PURPOSE. The purpose of these procedures are to establish guidelines to be followed by AVN-300 personnel in the event of severe weather, fire, and bomb threats.

A. SEVERE WEATHER EVACUATION PROCEDURES.

The Aeronautical Center Duty Officer will announce severe weather alerts over the public address system (PA). An announcement of a tornado warning on the public address system, preceded by a 10 second uninterrupted tone signal will indicate the necessity for evacuating the work areas and seeking shelter.

During an actual or simulated severe weather situation, which requires evacuation of work areas, personnel should proceed to the tunnel in the Headquarters Building sections B-1 through B-6 of the tunnel, if conditions permit. The B-1 through B-6 areas are marked and located in the Headquarters Building tunnel. The B-1 area starts at the tunnel entrance. **THE CENTER ISLE OF THE TUNNEL MUST REMAIN CLEAR.**

In the event that time would not allow safe transit to the Headquarters Building tunnel, each Branch should develop an alternate shelter for their employees in the proximity of their work place. These areas should be an area with no windows, preferably a stairwell, or an interior room, and on the first floor. Each employee should be familiar with these designated areas.

The AVN-300 evacuation officers will ensure that their assigned areas are evacuated of all employees and visitors. The evacuation officers will provide assistance to persons with disabilities to ensure they are evacuated and taken to their designated evacuation areas. After the evacuation has been completed, the evacuation officer will contact the AVN-300 Emergency Readiness officer by radio, channel 1, to report that the evacuation of all personnel has been completed.

NOTE: SENSITIVE MATERIAL SHOULD BE SECURED PRIOR TO EVACUATION.

B. FIRE REPORTING AND EVACUATION PROCEDURES.

The AVN-300 offices and shops are monitored by electronic alarm systems that provide automatic warning, reporting, and sprinkler action when activated.

When a fire is discovered:

1. Alert all personnel in the immediate area.
2. Activate the nearest manual fire alarm box.
3. Dial 911 on the nearest telephone in a safe area
4. When reporting a fire remain calm
5. Give location of fire
6. Remain in area to help direct fire department to fire location

Fire warnings will be a steady ringing of the fire bell and flashing of strobe light on the fire warning system. This warning requires immediate evacuation of work areas. Personnel on the second and third floors shall exit the building by the stairs. **ELEVATORS SHOULD NOT BE USED.** The AVN-300 evacuation officers will ensure that their assigned areas are evacuated of all employees and visitors. The evacuation officer will provide assistance to persons with disabilities to ensure they are evacuated and taken to their predetermined evacuation area. Personnel shall meet in the predetermined area to assure accountability. After the evacuation has been completed, the evacuation officer will contact the AVN-300 Emergency Readiness officer, by radio, channel 1, to report that the evacuation of all personnel has been completed.

Report the bomb threat immediately to the Aeronautical Center Security by dialing 911. The Aeronautical Center Security will then notify the operations center. The Operations Officer, upon receipt of notification, will initiate the automated notification system for a bomb threat.

ANNOUNCEMENT OF BOMB THREAT:

1. Immediately begin evacuation of work areas in an orderly fashion.
2. Exit the hangar and proceed to the designated evacuation area directly east of hangars 8 and 9 across the flight line and onto the grassy area.
3. Do not attempt to use the telephone before you evacuate, time may be of essence.
4. If requested to make a visual check of your work area, take a quick visual look around (only in your immediate area) if anything looks unusual, contact your supervisor. **DO NOT ATTEMPT TO MOVE, TOUCH OR INSPECT ANYTHING SUSPICIOUS OR UNUSUAL.** If you find anything unusual report it to your supervisor.
5. Each supervisor is responsible for ensuring that all assigned personnel are accounted for.
6. All personnel are to remain in the designated evacuation area until an all clear has been issued.

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NOTE: SENSITIVE MATERIAL SHOULD BE SECURED PRIOR TO EVACUATION.

EVACUATION OFFICERS FOR SEVERE WEATHER, FIRE AND BOMB THREAT

EVACUATION OFFICER	ALTERNATE	AREA
Ron Baker	Frank Jarrett	Hangar 9w 1st floor shops
Ron Rogers	Acting Supervisor	Hangar 9w 2nd floor
Gary Flynn	Acting Supervisor	Hangar 9w 3rd floor
David Bittle	Acting Supervisor	Hangar 9 Bay
Perry Barker	Acting Supervisor	Hangar 9e 1st floor
Robert Cobb	Acting Supervisor	Hangar 9e 2nd floor
John Mooney	Acting Supervisor	Hangar 9e 3rd floor
Gary Wade	Acting Lead	Hangar 8w 1st floor, Battery shop and W/B clean room