



9/11 Drill Down for Safety

Drill Scenario #1 Power Outage- Facility Fire

Discussion Questions

- How are employees warned of the activation of the fire alarm? Can all employees in all areas of the facility hear the alarm?
- What are the established procedures that employees must take upon activation of the alarm? Is there a central meeting point where employees are to gather? Once there, is attendance taken to ensure that no one is missing?
- Does the evacuation plan call for a “safe haven” or “area of refuge” for those employees with impairments? If yes, does management know which employees may have to be moved to the area of refuge?
- Does the plan establish “fire wardens” who are responsible for ensuring that all employees have left the work space? Once outside of the building, do these wardens take attendance of their employees, and once accomplished who do they report to indicating that all workers are accounted for, or to report that an employee is missing?
- Does the plan establish a facility liaison officer that meets the fire department commander and integrates into the site incident command system at the on-scene command post?
- How are employees, who are now forced into a hostile environment cared for to ensure their safety while out of the building?



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Follow-Up Questions

- Does the facility have a detailed evacuation plan and have employees been trained in the use of that plan?
- Does the plan call for fire or unit / floor wardens as well as a site liaison officer?
- Has management met with the fire department to determine the location where the fire department will establish a command post?
- Is the liaison officer trained and prepared to integrate into a site incident command system, with local emergency responders?
- Does the plan identify temporary facilities / locations where evacuated employees can be temporarily sheltered until re-entry is authorized or employees can be sent home? Does the plan take into account employee safety issues such as food and water?
- What is the procedure used by management to keep employees informed about the unfolding emergency?
- What notifications need to be made at this time, corporate authority, insurance company, etc.?