



9/11 Drill Down for Safety

Business Emergency Response Plan

Employees' Responsibilities

- Identify yourself to your manager if you possess any special skills such as first aid, search and rescue, counseling, mortality management, etc.
- Identify safety hazards to your department Safety team member and your manager.
- Maintain good housekeeping practices around your work area or station.
- Read and understand your department's Department Emergency Plan.
- Prepare for and perform any additional duties as assigned and trained on by management.
- Identify yourself to your manager if you'll need additional assistance during an actual evacuation from your work area.
- Have a clear understanding of what the fire alarm sounds like for your work area.
- Be thoroughly knowledgeable about the evacuation process.
 - a. Know and understand your evacuation routes.
 - b. Know and understand where your two closest exits are.
 - c. Know and understand where your primary assembly point is.
 - d. Know and understand the accountability process at the assembly point.
 - e. Leave the facility by an exit route approved, if necessary, and controlled/secured by the Security Department or management.
 - f. Approach the facility by an entrance route approved and controlled/secured by the Security Department. If that entrance is blocked as a result of a disturbance, clear the area, go to a safe area and call your department for instructions.
- Participate in all evacuation drills as directed by management.
- Perform pre-assigned departmental emergency duties, if possible, without endangering human life.
- Exit by prescribed route if evacuation is ordered, or as guided by employee(s) performing evacuation duties or your immediate supervisor.
- Protect classified material to the best of your ability, but not at a risk to your personal safety.
- Volunteer to aid in the rescue of disaster victims or perform other emergency duties if requested by proper authority and trained to do so.
- Upon return to work, check the status of any classified material and containers that were left unprotected as a result of the disaster. Report any discrepancies to your manager.