



Corporate Headquarters
13320 Ballantyne Corporate Place
Charlotte, NC 28277

EMERGENCY EVACUATION PLAN

Prepared by:
Facility Operations

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Introduction

Why have emergency evacuation plans?

During certain emergency situations, it may be necessary to evacuate a building. Examples of such occasions include smoke/fire, gas leak, bomb threats, etc. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

EVACUATION DRILL POLICY

1. Evacuation drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary.
2. Evacuation drills will be scheduled by SPX FLOW Facility Operations Department along with consultation from the Bissell Properties at least one week prior to the drill.
3. **Evacuation drills shall involve all occupants.** Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged. It is advisable to notify anyone needing special assistance prior to the planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. Floor Wardens are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill.

Emergency Reporting Procedure

If the need for an Evacuation is discovered:

1. Activate manual fire alarm **pull station** if possible.
2. If you are not in immediate danger, notify the Emergency Operator (**911**) and provide:
 - a. Your Name
 - b. Fire Location:
 - i. **SPX FLOW Corporate Office, Floor #___, Room #___**)
 - c. Size and Type of Emergency
 - d. Any additional information requested by the Operator
3. If you are not in immediate danger, also notify Jennifer Honaker (Corporate Facility Manager) at 704-307-9911.
4. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to distinguish the fire however do not place yourself or others in unnecessary danger. Training is available through the Corporate Facility Operations office.

If you are TRAPPED in the building and cannot find an escape route:

Call the Emergency Operator (**911**) and give your exact location.

Emergency Phone Numbers

Name	Number
Emergency Operator (All life-threatening Emergencies)	911 or 9-911
Corporate Facility Manager	704-808-3055 (o) 980-522-5122 (m)
Guest Services	704-808-3000
Bissell Emergency Services	704-649-8200

Corporate Facility Manager Responsibilities

1. Serve as a liaison with emergency responders (e.g., fire department, CMPD, ambulance.)
2. Meet responders upon their arrival and convey specific information about hazards in the building, access, locations of persons with special needs, etc.
3. Maintain communication with Floor Wardens regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Wardens and building occupants that the building is safe for re-entry.
5. Keep Evacuation Plan, Contact Persons and Numbers and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign area to assemble after evacuation.
8. Assist in training and/or scheduling of training the building occupants in emergency procedures.
9. Inform conference meeting organizers of their responsibility to provide pertinent information both at the beginning of a session and at the time of the evacuation to ensure that occupants evacuate the building in a safe manner.

Floor Warden Responsibilities

1. Routinely inspect for possible fire hazards on your floor and report to the Facility Operations office.
2. Know locations of all fire protection equipment on your floor.
3. Ensure that occupants (including new employees) are familiar with evacuation procedures.
4. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair).
5. As an integral part of the building's emergency communication network, Floor Wardens are to ensure occupants on their floor are aware of an emergency and the need to evacuate.
6. Call 911 and/or pull the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building.
7. Assist in the evacuation process as indicated in the Floor Evacuation Procedure.

Occupant Responsibilities

1. You are responsible for your own safety! Stay calm - avoid panic and confusion.
2. Know the locations of fire protection equipment on your floor.
3. Know how to report an emergency (911).
4. When the fire alarm sounds, make sure other personnel in your immediate area are aware of the alarm.
5. Inform visitors of pertinent information about evacuation procedures.
6. Close but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
7. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and evacuate the building. NOTE: Do not use the elevators during a fire-related emergency!
8. Go to your assigned Area of Assembly outside the building and wait there. Do not leave the area unless you are told to do so. Specific Areas of Assembly can be found in ATTACHMENT C.
9. Persons needing special assistance not able to exit directly from the building are to proceed to and remain in an area of refuge (stairwell landing). Inform evacuating occupants and Floor Warden to notify the Corporate Facility Manager of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
10. Do not re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!
11. **DO NOT ATTEMPT TO EXIT THRU THE LOBBY. FIREFIGHTERS WILL BE ENTERING THE BUILDING THRU THIS LOCATION.**

Floor Warden Evacuation Procedures

1. Notify the Emergency Services (911) if you have information related to the emergency. Be ready to provide:
 - a. Your Name
 - b. Fire Location: SPX Flow Corporate Office, Floor #___, Room #___)
 - c. Size and Type of Emergency
 - d. Any additional information requested by the Operator
2. Alert all occupants on your floor. Check remote areas such as restrooms and pantries and close doors if possible on your way out. Maintain orderly evacuation of occupants.
3. Ensure that all personnel with special needs are alerted and that someone is assisting with their evacuation.
4. If the emergency is located on your floor and you are not in immediate danger:
 - a. You may attempt to determine which smoke detector or pull station was activated.
 - b. If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
5. Evacuate the building and report pertinent information to the Corporate Facility Manager (e.g., evacuation status, location of persons with special needs, type and location of emergency).
6. Proceed to Area of Assembly until further notice from the Corporate Facility Manager. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for personnel to re-enter.

Floor Warden Assignments

FLOOR NUMBER	NAME	ROLE
1	Facility Ops Staff Greg Leddy Bryan Austin	Divert occupants from main lobby.
3	Debra Stegall Lisa Clontz Ben Gerson	SPXC
6	Jerri Lynn Jackson Grace Gastelum Jessica Niles	SPXC
7	Barrett Brown Wendy Hoops Frida Jansaker	Floor Sign – Stair A Floor Sign – Stair B Floor Sweep
8	George Prince Valerie Brown Julia Wilkinson	Floor Sign – Stair A Floor Sign – Stair B Floor Sweep
9	Lydia Myrick Linda Kardos	Floor Sign/Sweep – Stair A Floor Sign/Sweep – Stair B

Evacuation Procedures for Individuals with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees should inform their Floor Warden of any special needs that may be necessary during an emergency situation using the Emergency Evacuation Special Needs Notification (See Attachment A).

The Floor Warden should ensure that individuals with disabilities are provided with assistance during an emergency situation. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Buddy System Option

Make use of a "Buddy System." Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e, hearing the alarm, guidance during the alarm, etc.).

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Evacuation Options during an Emergency

Use of the "Buddy System" along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

Horizontal Evacuation

Move away from the area of imminent danger to a safe distance (i.e. another wing, opposite end of corridor, outside to ground level).

Vertical (Stairway) Evacuation

Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Stay in Place

Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Dial **911** (if this hasn't been done). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.

Area of Refuge

If the person with a disability cannot get far away from the danger using the Horizontal Evacuation, then that person should seek the appropriate area of refuge.

SPX FLOW's specific areas of refuge are located in the stairwell landings on each floor. Each landing is fire rated and has a call box. Press to call box located at the landing to notify personnel of your location. Your location is noted beside the call box.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation

Mobility Impaired (Wheelchair)

Persons using wheelchairs should stay in place or move to an area of refuge with their "buddy" when they are notified of an emergency situation. If a building evacuation is required, the "buddy" should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial 911 and tell the emergency operator their location and that they need assistance. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Mobility Impaired (Non-wheelchair)

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building, using the other options, until emergency personnel arrive. Never attempt to use an elevator unless instructed to do so by emergency personnel.

Visually Impaired

This building is equipped with fire horns/strobes that sound the alarm and/or flash strobe lights. The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The "buddy" should offer help to the individual with visual impairment and guide him/her through the evacuation route. Never attempt to use an elevator unless instructed to do so by emergency personnel.

“Buddy List”

Person Needing Assistance	“BUDDY”

Emergency Egress Floor Plans

Floor Plans can be found as Attachment D.

Attachment A



Emergency Evacuation Special Needs Notification

This form is for employees of SPX FLOW, Inc. to provide information about special assistance that may be needed in case of an emergency evacuation while at work. The information provided will be kept confidential and will not be placed in any personnel files. The Human Resources Department will retain the completed forms, and may communicate special needs to the appropriate Floor Wardens, safety / emergency personnel, “Buddy System” volunteers, or other individuals who may be entitled to the information necessary to fulfill their responsibilities under our Emergency Evacuation Plan.

Please be aware that **self-identification is voluntary** and employees are not required to provide this information.

Employee Name: _____

Floor Number _____

Work station/Office # _____

Please describe the type of assistance you think will be needed in case of an emergency evacuation:

Attachment B



Corporate Office Evacuation Drill Report

Date of Drill	/ /	Number of Participants	
Time Started		Time Ended	Total Time

	Yes	No
Did occupants immediately begin to evacuate the building when alarm sounded?	<input type="checkbox"/>	<input type="checkbox"/>
Did floor wardens check restrooms and confined areas?	<input type="checkbox"/>	<input type="checkbox"/>
Were floor wardens aware of handicapped person(s) and provide assistance?	<input type="checkbox"/>	<input type="checkbox"/>
Were doors closed to contain smoke/fire?	<input type="checkbox"/>	<input type="checkbox"/>
Did everyone evacuate the building?	<input type="checkbox"/>	<input type="checkbox"/>
Did everyone remain outside the building and wait for further instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Were the floor wardens knowledgeable in their assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>
Was the drill conducted in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>

Overall Drill Rating: **Excellent** **Good** **Poor**

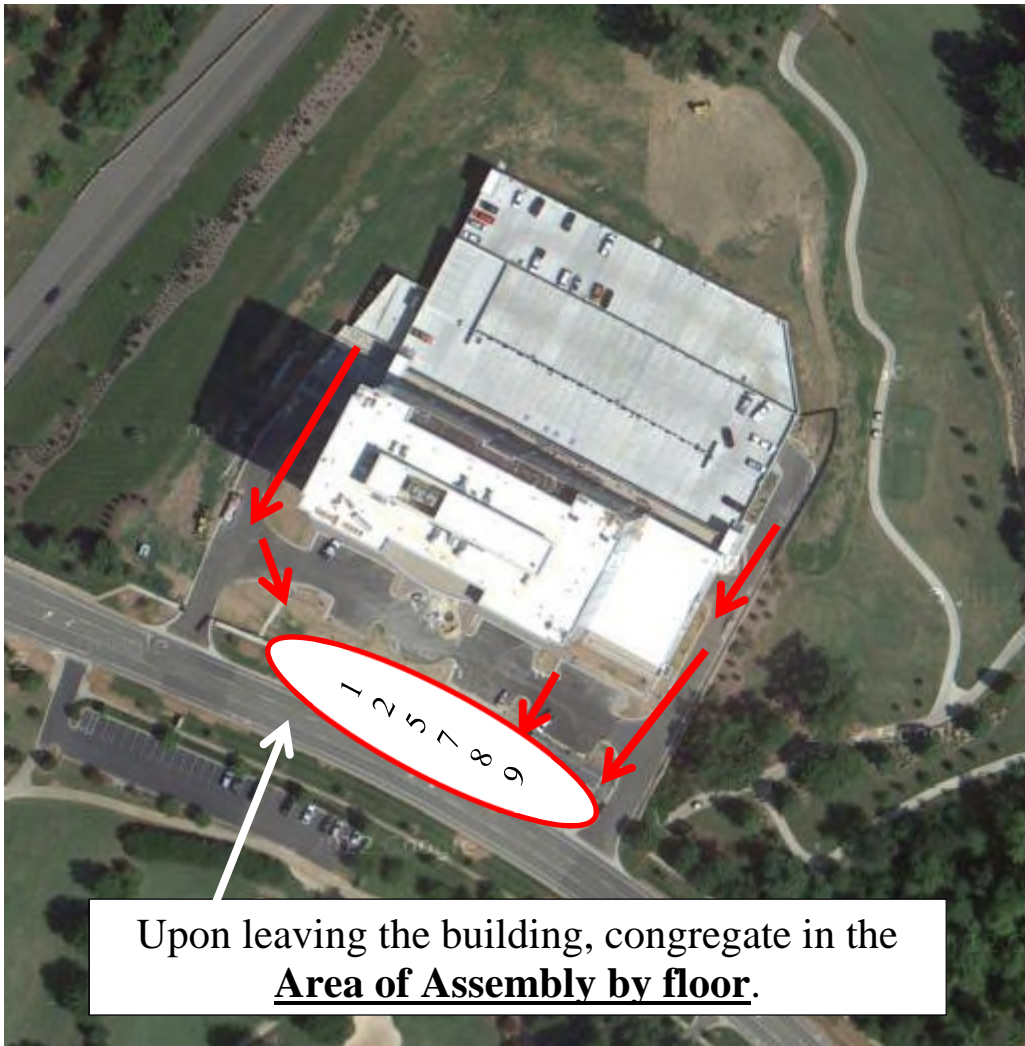
Comments:

Observed / Rated by	
Date	

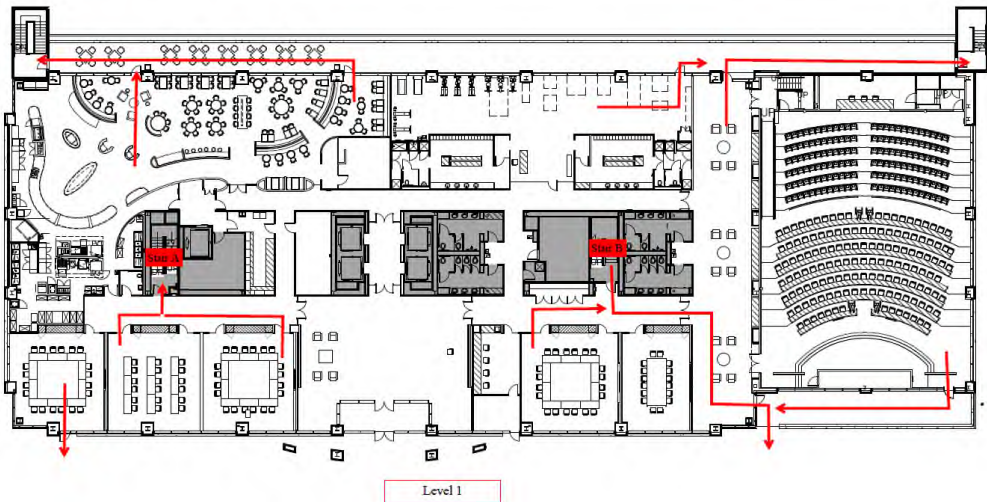
Attachment C

Area of Assembly

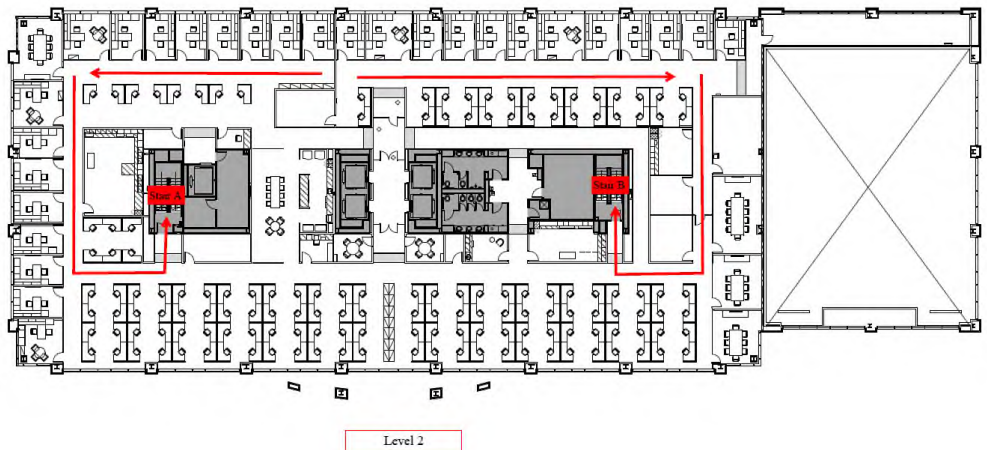
The area of assembly is located between the front visitor's lot and the street. Please line up according to your office floor number as noted in the diagram below. Floor wardens will complete a roll call to determine if the building has been evacuated. **Do not congregate in the street!!**



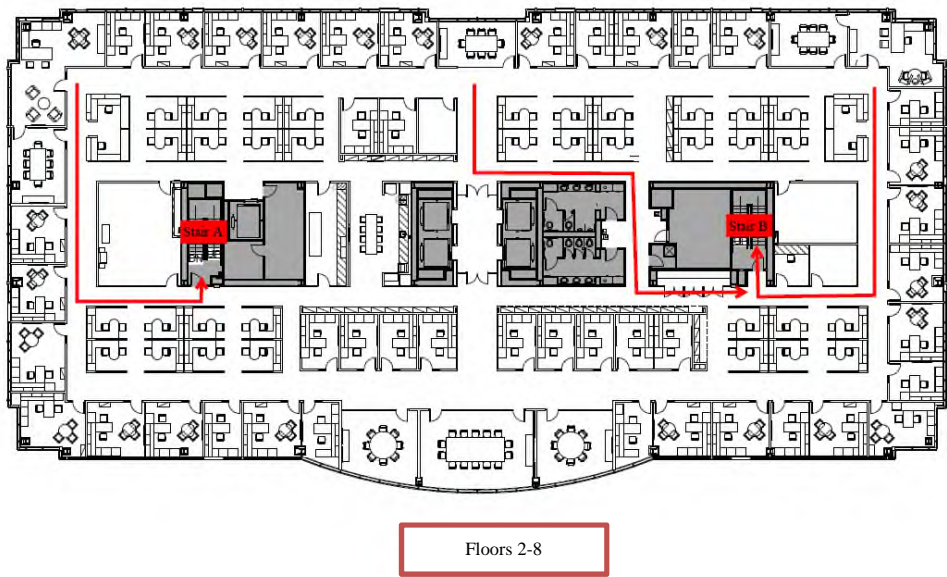
Attachment D



Level 1

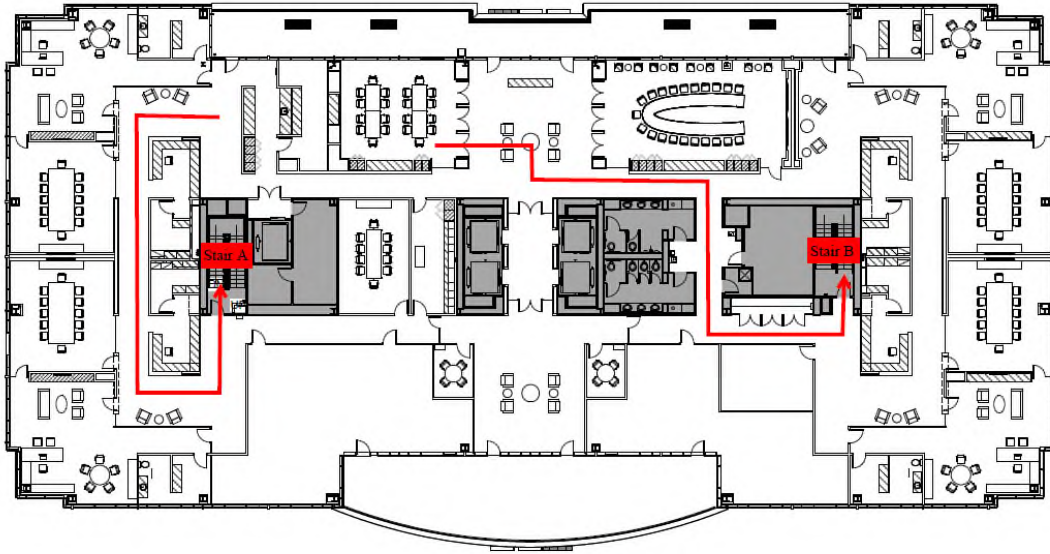


Level 2

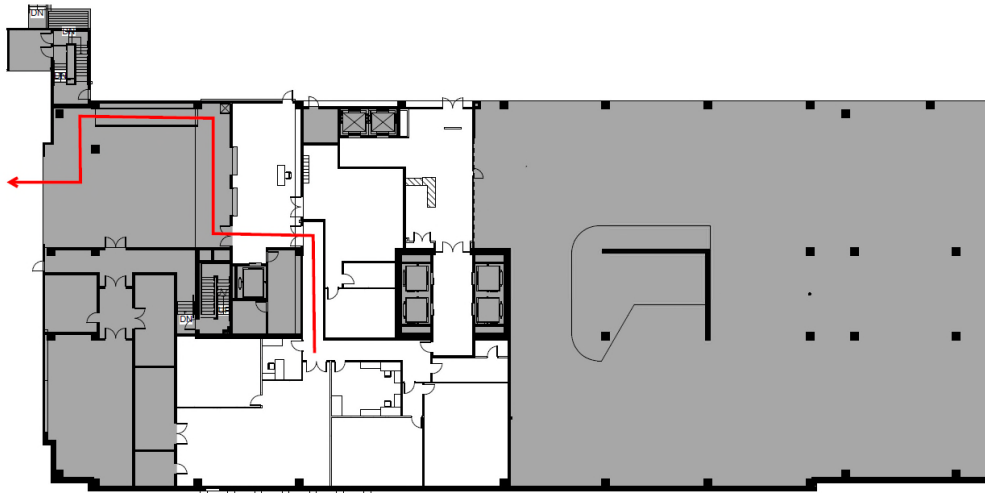


Floors 2-8

Attachment D – cont.



Level 9



Level P1