

# Evacuation & Emergency Procedures

Revised January 2024

These procedures are meant to be used in conjunction with the [District Employee Action Plan \(DEAP\)](#) and District Business Continuity Plan(s).

All District employees will be trained on the contents of the District Employee Action Plan.

## Evacuation Procedure

District managers are responsible for ensuring their employees are familiar with the proper evacuation routes, assembly zones, locations and basic operations of the fire alarm pull stations, fire extinguishers, and other emergency resources in and around their normal work area.

These procedures, if followed in an emergency, will provide an orderly and safe exit from District facilities during any emergency.

- Begin evacuation immediately upon hearing the alarm, announcement, or receiving the emergency mass notification informing employees of an active evacuation.
- Exit the building using the nearest unobstructed exit or stairwell. Leave the building in a calm and orderly manner. Do not use elevators.
- As you exit, sweep your surrounding work area(s) for additional hazards and to ensure everyone is evacuating and no one needs assistance in doing so.
- Aid others with physical limitations, as these limitations may hinder their own personal ability to evacuate. However, use discretion to not risk yourself or others.
- For more information on EVAC+CHAIRs and instructions on how to use them please visit [TeamPUD - Evacuation](#).
- Safely make your way to your primary assembly zone and report your [Connectivity, Location, Availability to work, Availability to Travel, Status \(CLAAS\)](#) to your manager.
- If your manager is inaccessible or unavailable, employees are to report their CLAAS to their manager's "secondary" as previously identified within the District's Business Continuity Plan.
- If you are unable to give your CLAAS verbally to your manager or their "secondary" please report this information to them using electronic means (e.g., phone call, text, email, etc.).
- Utilize the secondary assembly zone only when necessary, i.e., when the primary zone is, or is becoming, inaccessible or unsafe.
- Follow instructions from the established Incident Manager(s) and/or emergency personnel. Report any individuals left in the building to them, give their location if known.
- Do not re-enter the building until you receive the "all-clear" announcement from emergency personnel and/or your established Incident Manager(s). Reentering the building for any reason may put yourself and/or others in a hazardous or life-threatening situation. Additionally, reentering the building may further complicate rescue and response efforts being made by emergency personnel.

Damage Assessments: After an earthquake, fire, explosion, or any other hazardous situation that may have caused damage to a District facility or poses a potential threat to the structural integrity of the building(s), employees are required to contact the Facilities Engineering Team at 425-783-8545 (x.8545) and allow them to complete a damage assessment before reentering the building.

## Considerations for Employees Under the Americans with Disabilities Act (ADA) or with Chronic Health Conditions:

Any employee requiring assistance or special accommodations for evacuating a District facility during an emergency should contact Human Resources at [HRleaves@snopud.com](mailto:HRleaves@snopud.com) to request an accommodation due to a temporary or permanent disability such as special equipment, access, training, etc. Part of your accommodation may require coordination with your work group and Emergency Management team.

Be prepared to give brief instructions on the best way to assist you should you require evacuation assistance. Know in advance, how to evacuate your work location(s) if elevators are unavailable (use of Evac+Chair, sitting on stairs to descend, etc.). It is encouraged that you coordinate with Emergency Management team to practice evacuation accommodations prior to an actual emergency.

## Considerations for Specific Hazards

For more information on additional evacuation procedures, applicable in varying hazard scenarios (e.g., earthquake, fire, active threat, etc.), please reference the District Employee Action Plan (DEAP).

## Emergency Procedures

The District holds and maintains five primary priorities in addressing the health, safety, and wellbeing of their employees, customers, community partners, critical infrastructure, and operations. These priorities are held in the following order:

- Protection of life.
- Protection of District property and the environment.
- Sufficiently informing our customers, the media, and local governmental agencies.
- Restoration of electrical and water services.
- Restoration of other critical business functions.

District Leadership recognizes employees have additional responsibilities outside of work (i.e., children, partners, dependent adults, pets, livestock, property, etc.) that may need to be secured before the employee is available to work. During an emergency, District employees may be asked to travel to, and work out of, a District facility outside of their normal expectations and perform assignments outside of their normal work operations/duties to aid with the demands of response, restoration, and recovery efforts.

## Emergencies During Work Hours

When an emergency/incident/hazardous situation occurs during working hours, employees shall:

- Follow all known emergency procedures for the specific hazard(s) and/or threat(s) being experienced, including evacuation or shelter-in-place procedures, if necessary.
- Follow directions provided by emergency crews and law enforcement. District Incident Manager(s), Security Officers, Security/Emergency Management or Safety Team(s) may provide direction.
- Gather in your primary assembly zone if evacuation is required for the hazard(s) being experienced. Only utilize the secondary zone if the primary assembly zone is inaccessible, unsafe, or is becoming unsafe due to evolving conditions.
- Report your CLAAS to your manager, either verbally or through electronic means, and standby to receive work assignment(s).
- Your manager, or the acting Incident Manager(s) if established, may assist with headcount/roll call, emergency information/status updates, or other emergency responsibilities as needed and assigned.
- Dependent on the hazard(s), remain in assigned work area or assembly zone to await further instruction.
- Employees identified as “essential personnel” within the District’s Business Continuity Plan are expected to remain at work until authorized to leave. All other employees should advise their manager if they are leaving, or have left, the premises.
- Hazards, such as workplace violence, may require you to leave the premises seeking shelter or a safe location before communicating your location to your manager or assigned leader.
- Communicating your location is essential to avoid unnecessary expenditure of vital resources and the health and safety of first responders.

## Emergencies During Non-Working Hours

When an emergency occurs during non-working hours, employees shall:

- Stay tuned to radio/television/social media channels of official local emergency groups for the latest information regarding local conditions, resources, and/or special instructions.
  - Radio (Snohomish County): KRKO Radio (95.3 FM/1380 AM), KSER Radio (90.7 FM), KXA Radio (101.1 FM/1520 AM).
  - Radio (Regional): KIRO Radio (97.3 FM), KOMO Radio (1000AM).
  - Television (Seattle): KOMO (Ch.4), KING (Ch.5), KIRO (Ch.7), KCTS (Ch.9), KCPQ (Ch.13).
- Stay tuned to District messaging through the emergency mass notification system, ARCOS, District email, and TeamPUD for situational updates, staffing plan instructions, emerging information, etc.
- In the wake of a disaster or emergency, after ensuring your immediate safety, all District employees are encouraged to report their CLAAS to their manager, either verbally or through electronic means, and standby to receive work assignment(s).
- CLAAS accountability should occur regardless of the employee's status (i.e., employee is at home, in the field, office, WFH, on PTO, SICK Leave, ESL, etc.)
  - CLAAS reporting aid situational awareness and the District's initial emergency response efforts.
- Employees may be assigned other critical job functions that may be outside of their normal work functions.
- If conditions of District facilities warrant, essential personnel previously identified within the District's Business Continuity Plan are to report to work prepared for an extended stay. It is recommended essential employees come prepared for this extended stay with their normal work equipment, materials, attire, and the following suggested items:
  - Their regular work equipment, materials, and attire necessary to complete their normal job functions.
  - A three-day supply of food and water:
    - A minimum of 1 quart per day for consumption. Additional water should be considered if accounting for hygiene and/or food preparation needs.
    - Food should be non-perishable and ready to eat in case normal refrigeration and/or cooking methods are unavailable.
    - Warm clothing, sturdy shoes, and a change of clothing.
    - Personal medication(s).
    - Toiletries and hygiene items.
    - A sleeping bag.

For further clarification of the District's evacuation or emergency policy, refer to the [District Employee Action Plan \(DEAP\)](#) or contact the District's [Emergency Management Department](#).