



**SARATOGA COUNTY
DEPARTMENT OF PERSONNEL
COUNTY MUNICIPAL CENTER
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TO: ALL DEPARTMENT HEADS

FROM: ROBERT K. HARTMAN, PERSONNEL SAFETY & HEALTH COORDINATOR

**SUBJECT: EVACUATION AND DRILLS IN ACCORDANCE WITH OSHA
REGULATION 1910.38 (a), (4)**

DATE: May 20, 2015

As you are aware, the County is required to do evacuation drills of all occupied buildings. Since the weather is warming and we are coming into the season when these drills are most prevalent, it may be prudent to re-issue the evacuation procedures.

County employees should exit in an orderly and safe manner should an emergency evacuation become necessary. Each county employee should take some time and become familiar with evacuation procedures and building exit plans. Both primary and alternate evacuation routes should be noted from building maps located at key areas within each County Building.

The following procedures should be noted and followed:

IN ADVANCE, EACH EMPLOYEE SHOULD:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm in your building. Assume every alarm is a real emergency.
3. Know at least two ways out of the building from your regular workspace.

WHEN YOU HEAR THE EVACUATION ALARM:

1. Remain calm.
2. Leave quickly.
3. Try to make sure that all members of your department and any customers or visitors hear the alarm and evacuate the area.
4. As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the evacuation signal.

5. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
6. Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
8. Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
9. Once out of the building, move away at least 100 feet from the structure or as instructed by Police or Fire officials. Do not return to the building until instructed to do so.

The above procedure should be followed and rehearsed during all evacuation drills. Periodic safety awareness programs and evacuation drills will prevent injuries and fatalities should an emergency situation arise. Should you have any questions or concerns, please feel free to contact me at 885-2225.