

## **Evacuation Guide**

Before an Evacuation Alert

- Designate an individual as the Evacuation Lead
- Devise a system for accounting for all personnel during the evacuation

**Evacuation Alert** 

- Collect and organize the important items already identified at the start of your Business Continuity Plan, under "locations of important items"
- Ensure all employees and visitors are aware of the evacuation alert information
- Start to implement any communications strategies if applicable
- Consider taking pictures of assets for insurance claim purposes

Evacuation Order

- Take all important items and critical assets already identified
- Carry out emergency shut off procedures for utilities, equipment, etc. if necessary
- Secure the building by closing and locking windows and doors
- Set out your First Responder Package if applicable

Evacuation Rescind

- Monitor trusted communications channels to identify when it is safe to return and if there is anything you need to do to ensure it is safe to re-enter your place of work
- Wrap up any communications strategies if applicable

