

EVACUATION PLAN FOR PLAZA DEL PASO BUILDING 925 DEL PASO BLVD. (06/2016)

Note: The Double Fire Doors located near the Kitchen will automatically close when a fire alarm goes off and smoke is detected. These doors will not open as long as the building is in Fire Alarm Mode.

During a Building Evacuation No One should be standing in front of the building or on the grass after exiting. Go to your Designated Area for Roll Call.

BOARD ROOM

Exit either out the double entrance doors to the boardroom on east wall to main lobby and out exterior door

Or

Exit out single door at south side of room. Go right following corridor to north exterior exit door #6.

STAFF SHOULD GO TO EITHER THE NORTH OR SOUTH PARKING LOT TO THEIR DEPARTMENT'S DESIGNATED AREA AND WAIT FOR ROLL CALL.

VISITORS SHOULD GO TO THE LEFT (FIRST OPTION) OR RIGHT (DOOR #6) AFTER EXITING, CONGREGATE AT THE GREEN FLAG IN THE NORTH EAST CORNER OF THE PARKING LOT.

PERSONNEL/STAFF DEVELOPMENT/JUPITER COMPUTER LAB/OLYMPUS ROOM/DIABLO ROOM/SHASTA ROOM

Exit out corridor doors, turn to right and follow corridor to front lobby and out the exterior doors. For the Shasta Room, the front door by the big windows goes directly into the lobby.

STAFF SHOULD GO TO EITHER THE NORTH OR SOUTH PARKING LOT TO THEIR DEPARTMENT'S DESIGNATED AREA.

VISITORS SHOULD GO TO THE LEFT AFTER EXITING THE BUILDING AND CONGREGATE AT THE **GREEN FLAG** IN THE NORTH EAST CORNER OF THE PARKING LOT.

WORKFORCE DEVELOPMENT

Exit out southwest corridor door between Fiscal and Workforce Development and exit left out exterior door #10.

Or

Exit out north corridor doors into atrium, turn left then left again to corridor leading to south exterior door #10.

ALL STAFF SHOULD GO DIRECTLY TO THEIR DESIGNATED AREA OF THE SOUTH PARKING LOT.

VISITORS SHOULD ACCOMPANY STAFF PERSON THEY ARE HERE VISITING.

FISCAL/PAYROLL

Exit out East Fiscal Dept. entrance door and right to south exterior exit door #10.

Or

InformationSystems

FACILITIES/MAILROOM

Exit out north entrance doors, turn left, go through corridor door following corridor to south exterior exit door #11.

ALL STAFF SHOULD GO DIRECTLY TO THE DESIGNATED AREA OF THE SOUTH PARKING LOT FOR THEIR DEPARTMENT.

VISITORS SHOULD GO WITH STAFF PERSON THEY ARE HERE SEEING.

SHARON NEESE
HEAD START EARLY LEARNING CENTER

Staffing Area:

Exit out north lobby entrance door #1.

ALL STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THEIR DESIGNATED AREA.

VISITORS SHOULD ACCOMPANY STAFF THEY ARE HERE SEEING.

CLASSROOMS:

Pre-School Classroom 1:

Exit out classroom door, turn left and go down corridor to Center lobby and exit exterior door #1

ALL CHILDREN & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

Pre-School Classroom 2:

Exit out door to classroom, turn left and follow corridor North to Center's lobby and exit through its exterior door #1.

ALL CHILDREN & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

Toddler Classroom 1:

Exit classroom doors, turn right and exit out lobby north exterior door #1.

ALL CHILDREN & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

Home Based Socialization Room:

Exit out classroom's door, turn right and follow corridor to center's lobby and exit through its exterior door #1.

ALL TODDLERS & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

Preschool Classroom 3:

Exit out room's west door, turn right and go through Center's lobby exterior door #1.

ALL CHILDREN & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

Activity Room:

Exit out interior entrance door and proceed across hallway to lobby and exit out lobby exterior door #1.

ALL CHILDREN & STAFF SHOULD GO DIRECTLY TO THE NORTH WEST CORNER OF THE LOT TO THE DESIGNATED AREA.

STAFF & CHILDREN IN PLAYGROUND SHOULD EXIT OUT EAST OR WEST GATES AND PROCEED TO THE DESIGNATED AREA IN THE NORTH WEST CORNER OF THE PARKING LOT.

GRANTEE OPERATED PROGRAM STAFF

Exit out North exterior door #4 that is within work area.

ALL STAFF SHOULD GO DIRECTLY TO THE DESIGNATED AREA FOR THEIR UNIT IN NORTH PARKING LOT

VISITORS SHOULD GO WITH STAFF PERSON THEY ARE HERE SEEING.

ATRIUM

Go right out of area then left down corridor between Fiscal and Workforce Development to the south exterior exit door #10.

ALL STAFF SHOULD GO DIRECTLY TO THE DESIGNATED AREA FOR THEIR UNIT IN THE NORTH OR SOUTH PARKING LOT.

VISITORS SHOULD ACCOMPANY STAFF THEY ARE HERE SEEING

HEAD START ADMINISTRATIVE AREA STAFF

Exit out door by Camellia Room to hallway corridor turning left and exiting out exterior door #6.

ALL STAFF SHOULD GO DIRECTLY TO THE DESIGNATED AREA FOR THEIR UNIT IN THE NORTH OR SOUTH PARKING LOT.

VISITORS SHOULD GO WITH STAFF PERSON THEY ARE VISITING.

OAK ROOM

Exit out north door, turn right, go through door immediately ahead that exits into hall corridor, turn to left, exit out exterior door #6.

ALL STAFF SHOULD GO DIRECTLY TO THEIR DESIGNATED AREA IN NORTH OR SOUTH PARKING LOT.

SEQUOIA ROOM

Exit out either of northwest corridor doors, turn right and follow corridor to north exterior exit door #6.

STAFF SHOULD GO DIRECTLY TO THE NORTH OR SOUTH LOT TO WHERE THEIR UNIT'S DESIGNATED AREA IS LOCATED

VISITORS SHOULD GO TO THE NORTHEAST CORNER OF THE PARKING LOT TO WHERE THE **GREEN FLAG** IS DISPLAYED.

REDWOOD ROOM:

Exit out door to hallway corridor, turn left and follow corridor to north exterior exit door #6.

STAFF SHOULD GO DIRECTLY TO THE NORTH OR SOUTH LOT TO WHERE THEIR UNIT'S DESIGNATED AREA IS LOCATED

VISITORS SHOULD GO TO THE NORTHEAST CORNER OF THE PARKING LOT TO WHERE THE **GREEN FLAG** IS DISPLAYED.

DIRECTOR'S OFFICE

Exit out office door to corridor, turn left and go through corridor door, then at hallway juncture turn left to main lobby and exit to outside through the main lobby doors.

STAFF SHOULD GO DIRECTLY TO THE SOUTH PARKING LOT TO THEIR DESIGNATED AREA.

VISITORS WHO ARE IN THE DIRECTOR'S OFFICE SHOULD ACCOMPANY THEM TO THEIR DESIGNATED AREA.

PERSONS WITH MOBILITY ISSUES

There are two locations for staff to go if they need assistance in exiting the building to their designated areas.

For the **south** side of the building, the location is to the left of **door #10** between Workforce Development and Fiscal.

For the **north** side of the building, the location is to the left of **door #6** at the end of the corridor going past the Redwood Room and Sequoia Room.

There are two designated safety members who will come to assist any identified staff or non staff who will need assistance in an emergency. These members will be wearing **Blue Vests**.

Any staff needing assistance should notify the Safety members who are sweeping the building so the designated assistance safety member can be notified.

Any Manager or Supervisor knowing of persons in the building needing assistance should notify the Safety members who are sweeping the building so that the Designated Assistance Safety member can be notified.

The Designated Assistance Safety Member will escort the person/persons needing assistance out in red transport chairs t(wheel chairs) that are available for this purpose.

The Fire Department will come to the designated doors first to assist the staff/visitors located there.

FIRST AID CENTERS

Should any staff be injured during an evacuation, there will be two first aid centers that they should report to as follows:

1 -South side area is directly in front of the building on the east side on the grass where a **red flag** will be displayed and the Safety Committee member will be wearing a **Red Vest** with the white cross on it.

#2 -North side area is located at the two tables by fence where a **red flag** will be displayed and the Safety Committee member will be wearing a **Red Vest** with the white cross on it.

EMERGENCY EXIT MAPS ARE ON DISPLAY ON ALL CORRIDORS OF THE BUILDING.

THE COLOR-CODED EVACUATION MAPS ARE POSTED ON THE BULLETIN BOARDS IN VARIOUS PLACES IN THE CORRIDORS SHOWING WHERE EACH DEPARTMENT'S DESIGNATED AREA IS IN THE NORTH AND SOUTH PARKING LOTS.