

DIRECTIVE NUMBER: 100-02-13

DATE: June 30, 2014

TO: All Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Building Safety and Evacuation Procedures

1. **Purpose:** To establish department policy for the evacuation of KDOL buildings in the event of fire, threat or other emergency. A thoughtful written and calculated plan for emergencies, including fire drills, evacuation and storm threats, essential for each KDOL building. KDOL staff represents a valuable resource, and the health and safety of personnel shall be protected from all possible threats. Also, a well-designed evacuation procedure for each KDOL building will aid in the preservation of facilities and equipment should a real emergency arise. The purpose of this directive is to provide safety procedures for each building that houses KDOL staff.
2. **References:** Building Policies and Information
3. **Procedure:** It is the intent of KDOL officials to provide safe workplaces for all employees. Part of this safety procedure must include guidelines for evacuation of KDOL occupied facilities. Some of the threats to KDOL employees include storms, possible flood, fires, and personal threats, including bomb threats and personal injury. It is the responsibility of each KDOL Building Manager to implement the plan for each building. Building evacuation routes and maps will be located in visible areas for all personnel. It is important that these maps describe multiple exit routes from all locations. The maps should be posted in prominent areas (e.g., hallways, stairwells, dorm rooms, etc.) Unusual building layouts require more evacuation maps to be posted.

Each Building Manager will complete an evacuation plan and include:

- How to report fires and other emergencies.
- Emergency evacuation procedures, route assignments and assembly point.
- Assignment of floor coordinators and procedures to assist in evacuation of disabled employees, check restrooms, turn off utilities (time permitting).
- Procedures to account for all employees (if any) who are designated to perform them, including rescue of employees with disability.
- Names and phone numbers of person who can be contacted for further information on the emergency plan.
- Procedures taken after an emergency evacuation, including notification of personnel office as soon as possible and responsibility of giving an "all clear" announcement.

In many cases, KDOL employees are co-located with other agencies. In these locations, a building evacuation plan may be available. The plan shall cover coordination and evacuation of all KDOL personnel.

In order to familiarize employees with safe exit procedures, it is the policy of KDOL to conduct evacuation drills at least twice annually. KDOL Building Managers will be responsible for notification of KDOL personnel regarding evacuation procedures. This information will be posted

in prominent locations throughout the building. Building Managers will also supervise evacuation drills.

The first exercise will be in April at the change to daylight savings time. The second drill should be practiced during the last week of October at the return to daylight standard time.

4. **Action Required:** Inform all staff of the contents of this directive.
5. **Inquiries:** Greg Layne, Fiscal Management, at 296-5000 Ext. 2553.

Signature on file
Lana Gordon, Secretary of Labor

Rescissions: None	Expiration Date: Continuous
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