

What an employee should do during an emergency:

- 1) Go to the nearest stairwell or area of refuge.
- 2) Contact emergency responders using the emergency call button or a telephone. Provide responders with your name, the name of anyone with you, your location and the assistance you need.
- 3) Follow the instructions provided. You may be told:
 - Remain in your current location
 - Move to another area of refuge in the building
 - Move to an elevator that is being used by emergency responders to assist with evacuations
 - Attempt to evacuate the building

If you are directed to evacuate or decide on your own to evacuate, allow faster employees to pass first, then proceed at your own pace. Keep emergency responders informed of your location.

Key Points to remember During an Emergency

1) Go to Stairwell or Area of Refuge



2) Contact Emergency Responders



3) Follow Instructions



Office of Headquarters
Safety, Health and Security

202-586-1005



U.S. DEPARTMENT OF
ENERGY

**EMERGENCY
PROCEDURES**

**For those Needing
Assistance during an
Emergency**

Office of Headquarters
Safety, Health and Security

202-586-1005

BEFORE AN EMERGENCY

Employee Actions:

If you determine that you may need assistance during an emergency, you should make your supervisor aware of the anticipated need.

You should obtain and complete a “Request for Assistance During an Emergency, Employee Self-Identification Form” and return it to your supervisor.

You and your supervisor should determine what type of assistance you may need and then develop a specific action plan to assist you during an emergency situations.

Supervisor Actions:

When an employee expresses concern about needing assistance during an emergency, ask the employee to complete a “Request for Assistance During an Emergency, Employee Self-Identification Form”. Forward the form to the Office of HQ Safety, Health and Security in Forrestral Room GE-112.

If requested by the employee, an assistant should be provided to accompany them during an emergency. Meet with the employee and their assistant to discuss possible emergency scenarios. Develop an emergency action plan to address the scenarios. Include the employee’s floor warden and area monitor in the preparation of the plan.



ACTION PLAN

The Emergency Action Plan should address:

- The location of stairwells and other areas of refuge.
- The names of your area monitor and floor warden.
- How to identify other members of the Emergency Response Team.
- The different types of communications devices available for your use during an emergency. Make sure you know how they work.
- What to do with an employee’s special devices or assistance animal during an emergency.

Contact the Office of HQ Safety, Health and Security at 202-586-1005 if you have questions concerning these procedures, or need assistance developing an action plan for your employee.

