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Instructions
for

Building Evacuation Plan

REVISION HISTORY

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
11	DCN0889	Updated to include new Rally Points #40-44 for the NFX building; Rally Point #43 has been assigned to CNSE Engineering and Rally Point #44 has been assigned to G450C.	2-27-13	J. Trodden	R. Segura

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE AND SCOPE

1.1 Provide an evacuation procedure for all CNSE employees, tenants, contractors, subcontractors and visitors that have access to NanoFab North, NanoFab Central, NanoFab East, NanoFab South, NanoFab South Annex, CESTM and the CUB.

1.2 Provide an immediate course of action to be taken in the event of an emergency situation, which results in an evacuation.

1.3 Provide management with a visible means for managing facility evacuations and minimizing personnel and business inconveniences.

1.4 Develop awareness on the part of all employees that evacuation can be managed with a minimum of confusion, no matter the time of day or day of the week.

2. OBJECTIVE

2.1 Evacuate all personnel as quickly and orderly as possible, without injury.

2.2 Account for all personnel once evacuated.

2.3 Reduce the amount of property damage and business interruption.

2.4 Provide outside emergency responding service with accurate information to allow for rapid resolution of the problem.

3. RESPONSIBILITIES

3.1 Emergency Evacuation Coordinator

3.1.1 Establish an Emergency Control Center.

3.1.2 Assess the situation and implement a response plan.

3.1.3 Ensure that all appropriate outside emergency services are contacted when necessary.

3.1.4 Communicate with Security regarding the status of the evacuation.

3.1.5 Communicate "all clear" signal to the Rally Point Coordinators.

3.1.6 Interface with media, clearing all information to be presented external to CNSE.

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3.1.7 Terminate the evacuation.

3.1.8 Prepare a written follow-up report.

3.1.9 Schedule and conduct evacuation drills.

3.1.10 Revise Evacuation Plan as changes in the facility require.

3.1.11 Ensure that managers and supervisors have information to effectively train their personnel.

3.2 CNSE Facilities and CNSE Operation Manager(s)

3.2.1 Inform the Emergency Evacuation Coordinator of any process or facility changes that may need to be addressed in emergency plans.

3.2.2 Provide specific process, production, or facility information in the event of an emergency.

3.2.3 Assist in problem identification, determination of resources required and implementation of corrective measures.

3.3 EHS Department

3.3.1 Provide training for on-site ERT members.

3.3.2 Provide emergency equipment and medical supplies.

3.3.3 Maintain records and critique forms related to evacuation drills.

3.4 CNSE Tenant Area Supervisor/Cleanroom Manager

3.4.1 Provide Evacuation Plan orientation and training for all employees reporting to them.

3.4.2 Review procedures with employees whenever changes are made, or at least annually.

3.4.3 Instruct employees on how to leave equipment in the event an evacuation should occur.

3.4.4 Ensure the safe and rapid evacuation of all personnel within their area.

3.4.5 Ensure that the area is accessible to ERT and outside emergency services personnel.

3.4.6 Monitor and control all assigned personnel during the entire evacuation period.

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3.4.7 Provide an accountability report for the Rally Point Coordinator.

3.4.8 Ensure that all key personnel are made aware of the situation, kept appraised of developments and informed of the final outcome.

NOTE: In the event that a situation arises in which only one area of the facility must be evacuated, it is that area supervisor's responsibility to have an established plan, and that this plan is conveyed to their personnel upon initial assignment and thereafter at least annually.

3.5 **Emergency Response Team (ERT)**

3.5.1 Assist in the evacuation of employees from the building(s).

3.5.2 Perform a sweep of the evacuated building(s) to ensure that all employees are out of the building(s).

3.5.3 Secure the building(s) and not allow anyone except for emergency personnel to enter, until such time as the permission to re-enter the building(s) is given.

3.5.4 Assume the role of the Rally Point Coordinator for Rally Points when there is not one present.

3.5.5 Record evacuation information (see form EHS-00024-F2), and submit to EHS Manager.

3.6 **Rally Point Coordinator** (Typically Administrative Assistant(s)).

3.6.1 Proceed to designated Rally Point (Appendix#1); see Appendix #2 and #3 for Rally Point locations.

3.6.2 Help maintain accessibility for emergency vehicles.

3.6.3 Using the Headcount Sheet (EHS-00024-F1), document employees unaccounted for and communicate headcount information to Security center.

3.6.4 Communicate any necessary information to ERT personnel.

3.6.5 Communicate "all clear" signal, as given by the "Emergency Evacuation Coordinator" to the Rally Points.

3.7 **Security Personnel**

3.7.1 Respond to alarm and annunciator panel controls.

3.7.2 Maintain internal communication.

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3.7.3   Contact ERT and outside emergency services.

3.7.4   Maintain Headcount Information Sheets (Appendix #4) and submit to the
EHS department upon completion of the drill or evacuation.

3.8   CNSE Employees, Tenants, Contractors and Sub-Contractors

3.8.1   Evacuate your area in a timely fashion and conduct a sweep of your work
area prior to evacuating.

3.8.2   Ensure contractors, sub-contractors and/or special needs personnel under
your control are accounted for.

3.8.3   Remain at your designated Rally Point until the 'all-clear' is given.

3.8.4   Ensure you have received and understood training on what you should do
during a building evacuation.

4.   ASSOCIATED DOCUMENTS

EHS-00024-F1: Rally Point Coordinator Headcount Sheet

EHS-00024-F2: Evacuation Response Report

5.   PROCEDURE

5.1   When a building fire alarm sounds, all persons must evacuate. Exception of
total participation during a planned drill must be identified by the employee's
supervisor and approved by the Emergency Evacuation Coordinator.
Approval will be granted only for jobs which are classified as being critical.

5.2   As soon as the fire alarm has sounded, everyone is to place their equipment
into the mode as previously instructed by their supervisor, and walk directly
to the nearest safe exit aisle. Do not remove your cleanroom garments.

5.3   Once out of the area, all employees shall proceed directly to the outside of
the building. Do not stop at restrooms, lockers, offices, etc.

5.4   The supervisor of the area, or his/her designated alternate, shall perform the
following:

5.4.1   Direct personnel to the nearest exit;

5.4.2   Check to be sure that the area is clear of all personnel;

5.4.3   Close all doors on the way out. **NOTE**: If you discover persons injured,
remain in the closest safe area, communicate to Security the location (and

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your location if different), number of persons and nature of injury. Security shall inform the Emergency Evacuation Coordinator who will implement appropriate action.

5.5   Personnel not in their normal work area at the time of the evacuation alarm shall exit with that area and follow the direction of that area supervisor.

5.6   Once outside the building, everyone shall report to their assigned Rally Point (Appendix #1). Rally Points are lettered/numbered light poles located in the parking lots. STAY CLEAR OF VEHICLE ACCESSWAYS.

5.7   A headcount shall be taken by each Rally Point Coordinator or his/her designated alternate, to ensure that all personnel have been safely evacuated. The Headcount Sheets (EHS-00024-F1) are located in the gray RPC Evacuation Box attached to the Rally Point pole. The results of the headcount shall be conveyed to Security.

5.8   The Rally Point Coordinator shall relay the headcount information to the Security personnel at the Emergency Control Center (typically the Security Control Center area) via the ERT, who shall report this data to the Emergency Evacuation Coordinator who shall complete that section of the Evacuation Response Report (EHS-00024-F2).

5.9   Until the Facility is determined to be safe to reenter by the Emergency Evacuation Coordinator, only authorized personnel will be allowed back into the facility. Every effort shall be made to return employees into the facility as quickly as possible, but only once it is safe to do so.

5.10   All ERT members shall report to the Emergency Control Center typically this is at the fire panel in the building that is being evacuated. If their assistance is not required, they will be instructed to continue to their Rally Points.

5.11   Elevators are not to be used during an evacuation.

5.12   Supervisors shall assign two individuals to assist each handicapped employee in their area.

5.13   Visitors and contractors should evacuate with sponsor to sponsor's rally point and check-in with Rally Point Coordinator to be added to Headcount Sheet (EHS-00024-F1) under comments section.

6.   EVACUATION DRILLS

6.1   Emergency Evacuation Coordinator will schedule evacuation drills for each building and shift at a minimum every three years. More frequent drills may be necessary when large hiring occurs, major relocation of departments occur or evacuation procedure fails.

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6.2   Building Emergency Evacuations can be counted toward meeting the requirements of Section 6.1.

7.   EMERGENCY EVACUATION PLAN FOR EMPLOYEES WHO MAY REQUIRE ASSISTANCE TO EXIT THE BUILDING SAFELY

7.1   From the Ground Floor:

7.1.1   On a ground level floor, persons with physical disabilities should evacuate via accessible exits along with the other occupants of the building.

7.1.2   Once safely outside, the employee will report to the designated rally point, if nearby.

7.1.3   If the Rally Point is not nearby, the employee will report to a posted ERT member or the nearest Rally Point.

7.1.4   The employee will inform an ERT member that they are safely out of the building and request that their Rally Point Coordinator be notified.

7.1.5   The posted ERT member will radio that information to ERT/Security and will state the employee's location.

7.1.6   ERT/Security will notify the applicable Rally Point Coordinator that the employee is safely out of the building and will provide the employee's location.

7.1.7   The Rally Point Coordinator shall make an effort to notify the employee's appointed helpers that the employee is safely out of the building.

7.1.8   The employee will not re-enter the building until the "all clear" signal is given.

7.1.9   If the employee requires assistance to re-enter the building, he will notify the ERT member and arrangements will be made.

7.2   From the Second (2nd) Floors, Third (3rd) Floors and Fourth (4th) Floors:

7.2.1   Proceed to the stairs above the Lobby area near the Elevator.

7.2.2   Wait at the top of the stairs for the two (2) designated helpers to arrive.

7.2.3   The designated helpers, upon arrival, will remove the employee from the building.

7.2.4   Once on Ground floor, all should exit through the Rotunda entrance.

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7.2.5   Once safely outside, the employee will report to the designated Rally Point.

7.2.6   The employee will inform an ERT member that they are safely out of the building and request that their Rally Point Coordinator is notified.

7.2.7   The posted ERT member will radio that information to ERT/Security and will state the employee's location.

7.2.8   ERT/Security will notify the applicable Rally Point Coordinator that the employee is safely out of the building and will provide the employee's location.

7.2.9   The employee will not re-enter the building until the "all clear" signal is given.

7.2.10   If the employee requires assistance to re-enter the building, he will notify the ERT member and arrangements will be made.

8.   RECORDS

Copies of Evacuation Reports, Headcount Sheets and Security Headcount Reporting Sheets shall be maintained on file in the EHS department.

9.   APPENDICES

9.1   Appendix 1A & B – Rally Points

9.2   Appendix 2 – Rally Point Locations

9.3   Appendix 3A & B – Rally Point Location Figure

9.4   Appendix 4 – Headcount Sheets Reporting Requirements for Security

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Appendix #1A

NFS, NFS Annex, NFN, NFC, NFE, and NFX RALLY POINTS

Rally Point 9:
Tenant Group (s):   VISTEC *(Future)*
Rally Point Coordinator(s):   James Joyce

Rally Point 10:
Tenant Group (s):   EYP
Rally Point Coordinator(s):   Jeanne Devoe or EYP representative

Rally Point 11:
Tenant Group (s):   Chartwells, SEFCU, M+W Group
Rally Point Coordinator(s):   Cathy Cafarelli or M+W representative

Rally Point 12:
Tenant Group (s):   International Sematech North – NFE A+B Wing
Rally Point Coordinator(s):   Sue Hoffman, Anne Rudack

Rally Point 13:
Tenant Group (s):   IBM – NFE A+B Wing
Rally Point Coordinator(s):   Nicole Monroe, Jamie Cross

Rally Point 14:
Tenant Group (s):   CNSE staff & students (NFS, NFSX, NFN, NFC, and NFE)
Rally Point Coordinator(s):   Terry Black, Krista Thompson, Rita Gaglio, Mike Bonenfant

Rally Point 15:
Tenant Group (s):   IBM – NFE C Wing
Rally Point Coordinator(s):   Nicole Monroe, Jamie Cross

Rally Point 16:
Tenant Group (s):   International Sematech North – NFE C Wing
Rally Point Coordinator(s):   Sue Hoffman, Anne Rudack

Rally Point 18:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

Rally Point 19:
Tenant Group (s):   Commerce Hub
Rally Point Coordinator(s):   Janet Cody or CH representative

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Rally Point 26:
Tenant Group (s):   Cleanroom Contractors
Rally Point Coordinator(s):   Mike Haswell or TFS representative

Rally Point 30:
Tenant Group (s):   AMAT and ASML
Rally Point Coordinator(s):   Vincent Villaume and John Barns

Rally Point 31:
Tenant Group (s):   TEL Technology Center America, Ebara, LAM, Atotech
Rally Point Coordinator(s):   Mayuko Brumfield, Don Bromley, Mayrita Arrandale, Steve Ellinger

Rally Point 32:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

Rally Point 40:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

Rally Point 41:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

Rally Point 42:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

Rally Point 43:
Tenant Group (s):   CNSE Engineering
Rally Point Coordinator(s):   Steve Bennett

Rally Point 44:
Tenant Group (s):   G450C
Rally Point Coordinator(s):   Jennifer Kelley

Rally Point 65:
Tenant Group (s):   TBD
Rally Point Coordinator(s):   TBD

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Appendix #1B

CESTM RALLY POINTS

Rally Point 1:
Tenant Group (s):   B220 Facilities Operating Group, CESTM Janitors,
                             CESTM Maintenance, Work Station Operators
Rally Point Coordinator(s): Mark Wagner, Tom Moseman, WSO Team Shift Lead

Rally Point 2:
Tenant Group (s):   CNSE CESTM Students and Faculty, Metrology Group, Air
                             Liquide
Rally Point Coordinator(s): Richard Moore, Miguel Rodriguez, Pat Reddix

Rally Point 4:
Tenant Group (s):   National Weather Service
Rally Point Coordinator(s): Ray O' Keefe, Stephen Pertgen, Tim Serom

Rally Point 5:
Tenant Group (s):   Atmospheric Sciences Center (ASRC)
Rally Point Coordinator(s): ASRC representative

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Appendix #2
RALLY POINT LOCATIONS

NanoFab South (NFS), NanoFab South Annex (NFSX), NanoFab North (NFN), NanoFab Central (NFC), NanoFab East (NFE) *and NanoFab Extension (NFX).*

Rally Point 9:   Center light pole in parking lot H.

Rally Point 10:   Center west light pole in parking lot G.

Rally Point 11:   Center light pole in parking lot G.

Rally Point 12:   First light pole in second parking row in parking lot A.

Rally Point 13:   Second light pole in second parking row in parking lot A.

Rally Point 14:   Third light pole in second parking row in parking lot A.

Rally Point 15:   Fourth light pole in second parking row in parking lot A.

Rally Point 16:   Fifth light pole in second parking row in parking lot A.

Rally Point 18:   First light pole in third parking row in parking lot F.

Rally Point 19:   First light pole in third parking row in parking lot F.

Rally Point 26:   Second light pole in second parking row in parking lot F. Behind blue flashing light.

Rally Point 30:   First light pole in first parking row of parking lot F.

Rally Point 31:   Second light pole in first parking row of parking lot F.

Rally Point 32:   Third light pole in first parking row of parking lot F.

Rally Point 40:   First light pole in parking Lot N to the west of the bridge.

Rally Point 41:   Second light pole in parking Lot N to the west of the bridge.

Rally Point 42:   Third light pole in parking Lot N to the west of the bridge.

Rally Point 43:   Fourth light pole in parking Lot N to the west of the bridge.

Rally Point 44:   Fifth light pole in parking Lot N to the west of the bridge.

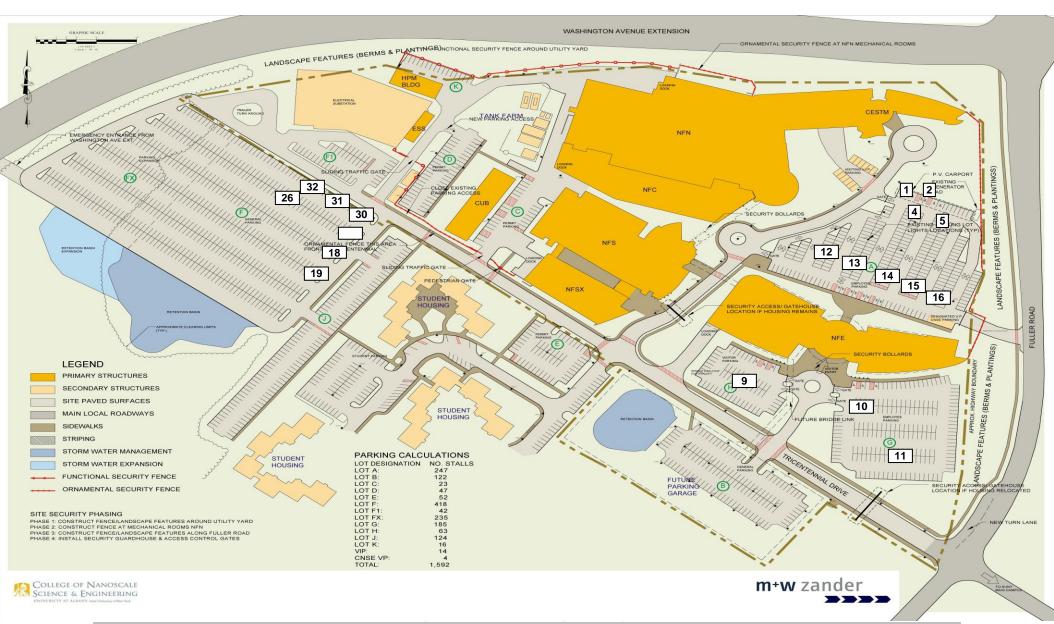**Rally Point 65**:   Back left hand corner behind the CUB.***CESTM***

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Rally Point 1:   First row of parking lot, first light pole in parking lot; Located at handicapped parking spaces.

Rally Point 2:   First row of parking lot. Second light pole in parking lot, headed toward Fuller Road.

Rally Point 4:   Second row in parking lot. Light pole directly behind flashing emergency blue light.

Rally Point 5:   Second row in parking lot. Second light pole behind flashing emergency blue light.

CUB
Rally Point: Not applicable.
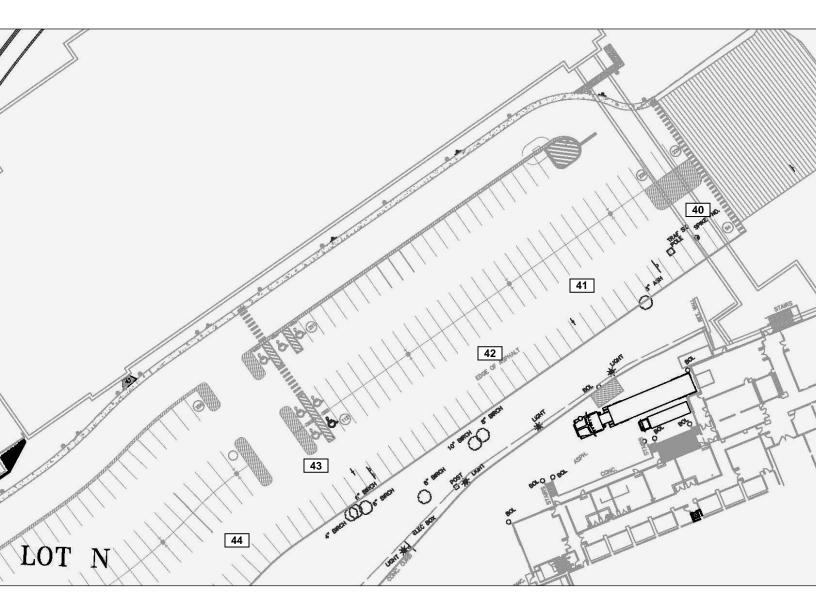
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Appendix #3A
RALLY POINT LOCATION FIGURE

Appendix #3B
RALLY POINT LOCATION FIGURE (CONTINUED)

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Appendix #4

HEADCOUNT SHEETS REPORTING REQUIREMENTS FOR SECURITY

Building #	**Rally Points Reporting**
Building NFS, NFS(X), NFN, NFC and NFE	9 10 11 12 13 14 15 16 ~~18~~ 19 26 30 31 ~~32~~ ~~65~~
Building NFX	~~40~~ ~~41~~ ~~42~~ 43 44
Building CESTM	1 2 4 5
Building CUB	Not applicable

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