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**Instructions  
for**

**Building Evacuation Plan**

**REVISION HISTORY**

<b>Rev No.</b>	<b>DCN No.</b>	<b>Change Summary</b>	<b>Release Date</b>	<b>DCN Initiator</b>	<b>Document Owner</b>
8	DCN0471	Revised to include NFE and NFC, and new rally points. Modified Sections 1.1, 6.2, and Appendix 1 - Appendix 4.	3-31-09	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 (EH&S Manager)

- 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.

- 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 EH&S 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.

- 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 EH&S 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.

- 3.7.3 Contact ERT and outside emergency services.
- 3.7.4 Maintain Headcount Information Sheets (Appendix #4) and submit to the EH&S 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

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 their respective Rally Points. Once they have been accounted for, they shall report to the Emergency Control Center typically. If their assistance is not required, they will be instructed to return 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.

- 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 (2<sup>nd</sup>) Floors, Third (3<sup>rd</sup>) Floors and Fourth (4<sup>th</sup>) 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.
- 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 EH&S department.

## **9. APPENDICES**

- 9.1 Appendix 1 – Rally Points
- 9.2 Appendix 2 – Rally Point Locations
- 9.3 Appendix 3 – Rally Point Location Figure
- 9.4 Appendix 4 – Headcount Sheets Reporting Requirements for Security

**Appendix #1****NFS, NFS Annex, NFN, NFC and NFE 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): TBD

**Rally Point 11:**

Tenant Group (s): Chartwells, SEFCU, M&W Zander  
Rally Point Coordinator(s): James Spadafore

**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): Lisa Jiardini, Jessica Cordeau, Terry Black, Krista Thompson

**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

**Rally Point 26:**

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

**Rally Point 30:**

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

**Rally Point 31:**

Tenant Group (s): TEL Technology Center America, Ebara  
Rally Point Coordinator(s): Mayuko Brumfield, Don Bromley

**Rally Point 32:**

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

**Rally Point 65:**

Tenant Group (s): Clean Room Contractors, Air Liquide, BOC Edwards  
Rally Point Coordinator(s): Jim Spadafore and Ricky Swindell

**Appendix #1****CESTM RALLY POINTS****Rally Point 1:**

Tenant Group (s): B220 Facilities Operating Group,  
CESTM Janitors, CESTM Maintenance, John Sullivan  
Rally Point Coordinator(s): [Mike Bonenfant](#)

**Rally Point 2:**

Tenant Group (s): CNSE CESTM Students and Faculty, Metrology Group  
Rally Point Coordinator(s): Kathleen Dunn, [Miguel Rodriguez](#)

**Rally Point 4:**

Tenant Group (s): National Weather Service  
Rally Point Coordinator(s): Gene Auciello, Stephen Pertgen, Tim Serom

**Rally Point 5:**

Tenant Group (s): Atmospheric Sciences Center (ASRC), VISTEC  
Rally Point Coordinator(s): Gilbert Lala and James Joyce

## Appendix #2 RALLY POINT LOCATIONS

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

**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.

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

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**CESTM**

- 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.
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**CUB**

- Rally Point:** Not applicable.

### Appendix #3 RALLY POINT LOCATION FIGURE



Appendix #4

HEADCOUNT SHEETS REPORTING REQUIREMENTS FOR SECURITY

<u>Building #</u>	<u>Rally Points Reporting</u>															
Building NFS, NFS(X), NFN, NFC and NFE	9	10	11	12	13	14	15	16	<del>18</del>	19	<del>20</del>	<del>26</del>	30	31	<del>32</del>	65
Building CESTM	1	2	4	5												
Building CUB	Not applicable															