

# Near West American Job Center Evacuation Plan



Each floor has assigned *Evacuation Captains* as follows. Evacuation Captains are also *Safe Spot Contacts*.

| <b>1<sup>st</sup> Floor</b>                 | <b>2<sup>nd</sup> Floor</b>  | <b>3<sup>rd</sup> Floor</b>  |
|---|--|--|
| Mansfield (Phil) Randle<br>Gwendolyn Morgan | Leanora Arellano-Linard<br>Patricia Hill<br>Wilson Morales<br>Marcelo Valencia<br>Christopher Robinson<br>Cheryl King<br>Maria Talis<br>Evelyn Spigner | Tara Driver<br>Frank Nares<br>Stephanie Mena<br>Tammi Smith<br>Coral Duarte<br>Sharon Branch<br>Angela Lopez |

Each evacuation captain has an assigned area of responsibility for evacuation purposes.

- 1<sup>st</sup> Floor: Evacuation captains split up and station themselves by the 18<sup>th</sup> St. exit and by the alley exit. Their primary function is to aid in traffic flow as building evacuation occurs.
- 2<sup>nd</sup> and 3<sup>rd</sup> Floors: See color-coded floor plan maps.

Evacuation captains are responsible for

- becoming familiar with all emergency exits,
- knowing their assigned area of responsibility during evacuation,
- evacuating staff and building areas according to the plan,
- reporting to his/her own Safe Spot upon building exit,
- telling staff to report to their respective Safe Spot,
- assessing for missing persons according to the Safe Spot List and
- notifying management/emergency responders of anyone missing.

Each evacuation captain has a packet with the following contents:

- vest
- whistle
- flashlight
- floor plan with area of responsibility highlighted and
- evacuation plan with Safe Spot List.



The 1<sup>st</sup> floor has 2 emergency exits:

- The main entrance located at the front of the building on 18<sup>th</sup> street also serves as an exit.
- To the rear of the building on the 1<sup>st</sup> floor next to elevator, there is a door marked with **“Emergency Exit Alarm Will Sound”**. This door leads to the exit door by the alley.

Both 2<sup>nd</sup> and 3<sup>rd</sup> floors have three exits:

- The entrance on both floors also serves as an exit. This is located in the south west end of each floor in the reception area.
- There is an emergency exit stairwell located in the north west section of each floor. This exit is located in the hallway that leads to the public restrooms on both floors. There are signs located on the doors that indicate **“Emergency Exit Alarm Will Sound”**.

- There is a fire escape ladder on the eastern side of the center along Paulina street.

Note: When using this exit, the first person to go down will need to ride the stair down as his/her weight carries the ladder to the ground. Be sure to keep a firm grip on the handrails.

