City of Pasadena
Emergency Action Plan
Fourth Floor, Chamber Building

Below is the emergency evacuation plan detailing how people will be evacuated from the Chamber Building for the **Fourth Floor**.

Evacuation Wardens

Evacuation Wardens have the primary responsibility of evacuating people from their designated work areas in the event of a disaster or other situation requiring the evacuation of the Chamber Building. Duties include sweeping the area to ensure that everyone is out of the building and directing others to assist evacuating disabled people, as needed. One evacuation chair is located on the **Fourth Floor**, adjacent to the identified employee requiring its use.

In the event that an individual identified as requiring warden assistance is not at their desk, the warden and individual are to proceed and meet in the building atrium adjacent to the elevator and south stairwell. The warden will arrive at this location with the evacuation chair. The warden and individual will then exit the building using the south stairwell and proceed to the North Alley.

Evacuation Wardens are responsible for conducting a head count of their area at their meeting areas once the **Fourth Floor** has been evacuated.

Meeting Area

There is one meeting area around the Chamber Building located in the northern Chamber building alley.

Evacuation Routes

In the event of a fire or other emergency employees may be away from their normal workstation, therefore it is important that everyone be aware of all exits from their department. Each employee should be aware of their primary evacuation route; the exit and stairwell, ramps, or stairs nearest to where they are during the emergency. In certain situations an exit or stairwell may be blocked which would make it difficult to pass. In these cases employees should be aware of a secondary evacuation route. In certain instances there may not be a secondary route.

Below is a list of the evacuation routes for the **Fourth Floor**:

Evacuation Routes

Floor Area	Exit	Stairwell/Ramps/ Stairs	Meeting Area
4th Floor East	Exit Near Stairwell	South Stairwell	North Alley
4th Floor West	Exit Near Stairwell	Northwest Stairwell	North Alley

Location of Emergency Materials

Each department should have an adequate supply of fire extinguishers and first aid kits. Evacuation Wardens are responsible for notifying all of their employees of the exact location of emergency materials and the location of the evacuation chairs and how to use them.

Employee Alarm System-Notification

Employees will be notified to evacuate the building through an alarm. The evacuation alarm can be activated by pulling the alarm button located in various spots throughout the building. The alarm will also be activated by smoke detectors and the sprinkler system. Employees will hear a pulsing alarm. Employees must proceed directly to the designated meeting area. In case of a fire, employees should use the stairwell. Do not use the elevators.

Annual Evacuation Drills

Evacuation drills will be conducted annually between the months of October and November. All drills and events shall be documented. The City Safety Officer will review all evacuation plans regularly to ensure its effectiveness.