

Full Building Evacuation Drill Procedures

What to Do During a Full Building Evacuation Drill

Fire drills and full building evacuations are essential for ensuring the safety of all employees in NYC office buildings.

Before the Drill:

- **Know Your Exits:** Familiarize yourself with the nearest emergency exits and alternate escape routes.
- **Locate Emergency Equipment:** Be aware of fire alarm pull stations, AEDs, and fire extinguishers in your area.
- **Assembly Areas:** Identify your building's designated assembly point outside the building.

During the Evacuation:

- **Listen for Instructions:**
 - Follow all announcements and directions from Fire and Life Safety Director (FLSD) and emergency personnel
 - Evacuate immediately when instructed—never assume it is a false alarm.
- **Exit Safely:** Walk calmly and do not run.
 - Use stairwells—**do not use elevators**;
 - Keep to the right side of stairwells to allow emergency responders to pass
- **Report to the Assembly Area:**
 - Proceed directly to your designated assembly area and check in with your supervisor or safety team.
 - Stay in the area until the “**All Clear**” is given by authorized personnel.

Employees Requiring Assistance During an Evacuation:

- **Identify Your Evacuation Plan:** Speak with your Fire and Life Safety Director (FLSD) or building management about designated evacuation procedures.
- Some buildings have designated areas, such as “**Areas of Refuge**” or “**Assisted Evacuation Points**”, where you can wait safely for assistance.
- **Assign a Buddy:** If possible, arrange for a co-worker or Fire and Life Safety volunteer to assist you in an emergency.

After the Drill:

- **Accountability:** Supervisors or designated safety personnel (floor warden) will account for all employees at the assembly area.
- **Provide Feedback:** Report any issues or obstacles encountered during the drill to your FLSD.

Why Drills Matter:

Regular evacuation drills ensure that all employees know what to do in case of a real emergency. Practicing safe evacuation procedures **reduces confusion, increases response time, and can save lives**. For more information on building evacuation procedures, contact your FLSD or the DCAS Fire and Life Safety Unit - FLSAdmin@dcas.nyc.gov

Safety is for everyone—stay informed and prepared!

NYC DCAS
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Post Until 4/30/25

