

**Code 500 Fire Evacuation**

**Purpose**

To prepare all staff for the orderly evacuation of guests and visitors from the facility in the event of a fire emergency.

**Overview**

The Museum is equipped with an automatic fire alarm system when activated will automatically send a signal to the Glenview Fire Department for this specific location. The system can be activated in a variety of ways.

- Fire Alarm Pull Boxes
- Smoke Detectors
- Heat Detectors
- HVAC Duct Detectors

The museum is also equipped with other equipment to assist in the evacuation process. These include: Illuminated Exit Signs, Emergency Lights, Audio Visual Annunciators, audible alarm.

**Basic Procedure**

In the event the Alarm sounds, or a code 500 is called, suspend all phone calls, transactions and meetings. Evacuate the people in your immediate area and procedure with your individual assigned evacuation responsibilities.

Staff with Two-way Radios switch immediately to the Emergency Channel 7.

Staff responsible for “Second Sweep” Protocols will conduct a thorough sweep of their assigned area then proceed to the evacuation holding area. The Interior Coordinator will be the last person out of the building and shall announce over the emergency channel when the evacuation is complete.