



KW PROPERTY MANAGEMENT & CONSULTING

### Purpose

Evacuation may be necessary due to natural disaster, fires, natural gas leaks, terrorist threats, or violence in the workplace. KW Property Management is committed to having an Evacuation Plan in place to prepare for an optimal emergency response.

### Policy

- Team members understand the Evacuation Plan and the policies regarding emergency situations.
- Team members know:
  - Evacuation routes and exits
  - Location of critical utilities
  - Location of indoor and outdoor assembly areas
  - Personnel who will perform designated post-evacuation tasks (Evacuation Coordinator, team member(s) managing critical shutdowns, etc.)
- Team members will follow the directives of supervisors and emergency services personnel related to evacuation and emergency procedures.

### Procedure

#### Evacuation in an Emergency or Natural Disaster

1. Stay calm. Activate the alarm, as appropriate.
2. Stop working and proceed to the nearest emergency exit.
3. Assist those individuals with disabilities or special needs.
4. Follow the evacuation route and gather in the designated emergency assembly area.
  - a. Outdoor assembly area: **Front of Clubhouse**
  - b. Indoor assembly area (interior room, few or no windows): **Clubhouse**
5. Follow the directives of the Evacuation Coordinator/Manager:
  - a. Name: **John Del Rio**
  - b. Alternate: **Robert Barnes DM**
6. One or more team members will remain in the workplace to shutdown/monitor critical operations.
  - a. Name(s): **KW Staff Members**
  - b. The team member(s) designated to remain must recognize when to abandon their task and operations and evacuate.

#### In the Meeting Place/Shelter-In-Place

1. Take a roll call of team members.
  - a. Provide the names of unaccounted-for team members and their last known location to the Evacuation Coordinator.
2. Take a roll call of non-team members on site (e.g., vendors, suppliers).
3. Follow the directives of emergency services personnel and supervisors.
4. Stay in place until a decision is made as to whether to reoccupy buildings, perform other necessary tasks, go home, or go to an off-site shelter location.

#### Off-Site Shelter Location

1. Off-site shelter location (may be required): **Harbor Side on the south west corner of Bellair Rd.**