

**VILLAGE OF BLOOMINGDALE
EMERGENCY FACILITY EVACUATION**

I. PURPOSE

To protect the health, safety and welfare of our employees and visitors while in Village facilities.

II. EVACUATION

A. Evacuation Routes are strategically posted in work areas in all Village facilities. Please ask your supervisor should you not be able to locate one for your work area.

B. Designated Employee Meeting Sites

After evacuating a Village facility, employees should proceed to their designated meeting site for your facility, designated below:

1. Gazebo (south/west parking lot): for employees working in the Village Hall and Police Department.
2. West side of Glen Ellyn Road across from the Public Works Facility for employees working at the Public Works Facility.
3. Northwest corner of Glen Ellyn Road and Oakwood for the Water Reclamation Facility employees.

III. EVACUATION SUPERVISORS

A. Each municipal facility work area shall designate two evacuation supervisors per work area/per shift. Two people are designated in an attempt to assure there being at least one on duty in the event of absence of the other. Designated evacuation supervisors should be employees whose duties primarily confine them to the building during business hours.

B. In the event of an emergency requiring evacuation, Evacuation Supervisors shall be responsible as follows:

1. In the event of a fire, sound the fire alarm if it is not already sounding. (Not applicable to WRF)
2. Make an announcement over the intercom (if time safely permits) stating that this is not a test and that every person in the buildings is to evacuate. (Not applicable to WRF)
3. Remain calm and promote calmness. AVOID PANIC.
4. Guide and direct employees and visitors to Exits.
5. If time safely permits, make one last check to be sure that all are out.
6. Close, but do not lock doors behind you.

SECTION III-C

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7. Assemble all persons to the designated meeting site. If someone is missing, immediately notify the responsible FIRE or POLICE department official at the scene.

IV. CARBON MONOXIDE (CO)

A. Definition & Exposure Symptoms: Carbon monoxide (CO) is a colorless, practically odorless, and tasteless gas or liquid. It results from incomplete oxidation of carbon in combustion. Worn or poorly adjusted and maintained combustion devices (e.g., boilers, furnaces) can be significant sources, or if the flue is improperly sized, blocked, disconnected, or is leaking. Auto, truck, or bus exhaust from attached garages, nearby roads, or parking areas can also be a source. Symptoms of CO exposure include:

1. **Mild Exposure Symptoms:** Slight headache, nausea, vomiting, fatigues ("flu-like" symptoms)
2. **Medium Exposure Symptoms:** Throbbing headache, drowsiness, confusion, fast heart rate
3. **Extreme Exposure Symptoms:** Convulsions, unconsciousness, heart and lung failure. Extreme Exposure can cause brain damage and death.

IF EMPLOYEES ARE EXPERIENCING EVEN MILD SYMPTOMS OF CO POISONING, EVACUATE THE BUILDING. Evacuation should be done over the intercom and not by fire alarm. WRF evacuation supervisors may need to use several means of evacuation depending on the circumstance, (e.g., telephone, radio, in person). Once all have been evacuated the fire department should be called for response.