Item # 6

NEW BOSTON FIRE DEPARTMENT

Meetinghouse Hill Road
New Boston, New Hampshire
03070-0250

Non-emergency V • (603) 487-5532 F • (603) 487-2975 E • NBFire@comcast.net

New Boston, NH Building Evacuation Policy 2012

When the building fire alarm sounds, act immediately. The fire alarm system is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- **Never** ignore or assume the alarm is false or the result of a test.
- Everyone **must** evacuate the building by way of the safest and closest exit. Building managers or his/her designee are responsible to make sure all occupants, including non-employees exit the building.
- Once outside the building, move away from the building. Assemble at the predetermined location and take attendance.
- The front of the building is where the firefighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department.

The senior building manager is responsible for predetermining the location where occupants of the building will assemble for attendance. This location will be determined in advance and will be communicated to all employees in writing.

Evacuation Drills shall take place at the discretion of the department manager but shall be conducted at least once per year. All drills shall be documented to include the number of occupants evacuated and the time elapsed to complete the drill. This documentation shall be signed by the department head or his/her designee and forwarded to the New Boston Safety Committee.