

Evacuation

PROCEDURES

Evacuation drills will be conducted at each AEG Vision Practice/office location on an annual basis. The Emergency Response Team or designee at each Practice/location will be responsible for coordination of the drills and completing the Safety Drill Form following the drill. A copy of the Safety Drill Form will be maintained in the Emergency Preparedness Toolkit Binder at the Practice/location and distributed to the Health & Safety Officer.

Evacuation Procedures: In the event of an emergency that requires a Practice/location to be evacuated, the following procedures will be followed:

Evacuation of the Practice/locations shall occur should any of the following events occur:

Fires: If it is immediately determined that the extent of the fire cannot be contained with quick and direct actions, the building will be evacuated.

Violence and/or Aggression: If a crisis occurs that involves a direct physical threat to any person in the building, the building will be evacuated.

Utility Disruption or Crisis: Situations that will necessitate evacuation include gas leaks and electrical malfunctions determined to present a health risk.

Noxious Odors or Fumes: If it is determined that there are odors or fumes that are a health risk due to eye, skin, or lung irritation, the building will be evacuated.



Bomb Threat: In the event of a bomb threat made toward the Practice locations or the physical Practice location itself, the building will be evacuated.

In the event it is determined the building should be evacuated, the following procedures will be followed:

The Emergency Response Team or designee will inform all staff of the evacuation order either through the overhead paging system, activation of the fire alarm, and/or verbally, etc. The method of announcement will be dependent on the situation and the Practice location's systems.

All staff in optical/clinical areas will assist the Associates and Doctors, patients, and visitors in exiting the building through the exits according to the Practice location emergency exit plan/map. Staff not in direct contact with patients will immediately exit the building according to the Practice location emergency exit plan/map. Staff in optical/clinical areas will check the restrooms to ensure that all persons

evacuate.

All staff and patients will proceed to the designated evacuation assembly area as quickly as possible.

The Emergency Response Team or designee will determine if all Associates and Doctors and patients are present and out of the building, through surveying staff to determine if all persons being served during the time of evacuation are accounted for and determining if all staff are also accounted for.

Should it be determined that someone in the building is not present outside the building, the Emergency Response Team or designee will determine if the nature of the emergency presents a threat to life and/or health to the degree that it would not be prudent to re-enter the building briefly to seek the location of the missing individual or individuals. If it is determined that the situation would allow a quick re-entry to locate the missing individual, the Emergency Response Team or designee will briefly re-enter and call out the name of the individual. If there is not a response, the Emergency Response Team or designee will exit the building and wait for emergency personnel to arrive and take control of the situation.

Should the building not be of the condition to be re-occupied to provide services, the following essential services will be provided until the current facility, or another facility can be brought back into full-service operation:

Corporate Headquarters/DSC: AEG VISION would acquire temporary office space to meet with research participants. Managers would be expected to work from home remotely until a new facility can be obtained or the current facility can be inhabited.

AEG VISION would need to evaluate the situation to determine what work non-managers could complete or if service will need to be suspended.

Alton Associates will be expected to work from home remotely until a new facility can be obtained or the current facility can be inhabited.

IT AEG VISION would acquire temporary office space to meet with research/service participants. Managers would be expected to work from home remotely until a new facility can be obtained or the current facility can be inhabited. AEG VISION would need to evaluate the situation to determine what work non-managers could complete or if service will need to be suspended.

Practices AEG VISION would acquire temporary office space to meet with research/service participants. Managers would be expected to work from home remotely until a new facility can be obtained or the current facility can be inhabited. AEG VISION would need to evaluate the situation to determine what work non-managers could complete or if service will need to be suspended.

Once an emergency evacuation has occurred, the building cannot be re-occupied until the responding emergency authority grants permission that the health and safety of staff and patients is no longer compromised. Should an immediate re-occupation not be allowed by the authorities, occupation will be determined through the authority of the entity that is charged to bring the building back into compliance with health and safety standards (gas company, fire department, building inspector, etc.).

Evacuating High-Rise Buildings

PROCEDURES

The National Fire Protection Association defines a high-rise building as a structure greater than 75 feet in height. The height is measured from the lowest level of fire department vehicle access to the floor of the highest occupied story.

When there is an emergency, getting workers out of high-rise buildings poses special challenges. Preparing in advance to safely evacuate the building is critical to the safety of Associates and Doctors who work there.

Evacuation Preparation:

- Do not lock fire exits or block doorways, halls, or stairways.
- Regularly test all backup systems and safety systems, such as emergency lighting and communication systems, and repair them as needed.
- Develop a workplace evacuation plan, post it prominently on each floor and review it periodically to ensure its effectiveness.
- Periodically conduct emergency evacuation drills, being sure to run drills at different times to be sure each shift participates at some point.
- Establish designated meeting locations outside the building for workers to gather following an evacuation. The locations should be a safe distance from the building and in an area where people can assemble safely without interfering with emergency response teams.
- Identify personnel with special needs or disabilities who may need help evacuating and assign one or more people, including backup personnel, to help them.
- Ensure that during off-hour periods systems are in place to notify, evacuate and account for off-hour building occupants.
- Post emergency numbers near telephones or print stickers to place directly on individual telephones.



In an Evacuation:

- Sound appropriate alarms.
- Leave the area quickly in an orderly manner, following the building's emergency evacuation plan.
- Do not bring personal belongings. However, cell phones can help communication and light darkened hallways.
- If there is a fire, crawl low, under the smoke to breathe cleaner air. Test doors for heat before opening them by placing the back of your hand against the door so you do not burn your palm and fingers. Do not open a hot door. Keep "fire doors" closed to slow the spread of smoke and fire.
- Go directly to the nearest fire-free and smoke-free stairwell to exit.
- Listen carefully for instructions over the building's public address system.
- Avoid using elevators when evacuating a burning building.
- Report to the designated meeting place outside the building.
- Notify police, firefighters, or other appropriate emergency personnel.
- Take account of headcount and notify emergency personnel of any missing coworkers.
- Do not re-enter the building until directed by authorities.

If Trapped During an Emergency:

Any worker who is trapped by fire or debris during an emergency should take the following steps:

- Stay calm.
- Take steps to protect yourself.
- Telephone for help if possible.
- Go to a room with an outside window.
- Open windows, if possible, but be ready to shut them if smoke rushes in.
- Stay where rescuers can see you and wave a light-colored cloth to attract attention.
- Stuff clothing, towels, or newspapers around the cracks in doorways to prevent smoke from entering your room.