

### 12.5.1 CRC Building Evacuation Plan

1. All CRC staff and visitors must evacuate the building immediately when a fire alarm is activated, using the north and south stairwells. Do not use the elevators. (See **Figure 12-1** below for a diagram of the evacuation plan.)
  - 1.1 The egress map in the elevator lobby shows the direction to the two stairwells from the lobby.
    - Stairwell #6 is the north stairwell, just north of the bathrooms.
    - Stairwell #7 is the south stairwell, just south of the lunchroom.
  - 1.2 The two doors to the elevator lobby will automatically be unlocked in case of emergency.
  - 1.3 For those with a disability, please wait at the landing area of the two stairwells for assistance to go down the stairs.
  - 1.4 Two designated sweepers will walk around the office to ensure that all CRC staff has evacuated the office. The two designated sweepers will be the staff working near the front reception area. The sweepers shall take the visitors log and CRC emergency contact list with them to the designated meeting area (see #3 below).
  - 1.5 All visitors must sign in and sign out on the visitors' log at the front desk. CRC staff shall be responsible for escorting their visitors out of the building.
2. Proceed to the 1st floor (street level) and exit the building.
3. All CRC staff and visitors are to meet at the designated meeting area, which is the gazebo in Esther Short Park, located just south of 8<sup>th</sup> Street and just west of W Columbia Street (across the street from Starbucks – 1 block west of Vancouver Center). The designated sweepers will meet with all evacuees and conduct a head count in this waiting area. Do not leave this waiting area until you have been authorized to do so by the designated sweepers.
  - 3.1 The designated sweepers will meet with key contacts of WSDOT and ODOT to conduct head counts.
  - 3.2 The key contact for WSDOT is Lynn Rust (the alternate is Ray Barker). The key contact for ODOT is Heather Gundersen (the alternate is John Osborn). The key contact for the consultants is Patty Oeth (the alternate is Ron Anderson).
  - 3.3 The key contacts shall develop an emergency contact list for all the staff in the respective agencies/companies with contact information – office, home, and mobile phone numbers.

Figure 12-1. Columbia River Crossing Building Evacuation Plan

