

IV. OCCUPANT EVACUATION PROCEDURES

- Mall management has provided each store with a map depicting the evacuation routes closest to the tenant space. These plans should be permanently posted in an employee break room or by a time clock where it is easily accessible by all employees. All employees should be notified of the evacuation routes noted on the map.
- All store employees should be familiar with the location of all exit corridors.
- All store employees should be familiar with their responsibilities and knowledgeable of their exterior building meeting safe refuge area in the event that an evacuation is necessary.
- Employees should be familiar with the location and proper use of all fire extinguishing equipment within the space. Training can be arranged by contacting the Local Fire Department (360.447.3550).
- Make sure employees understand who can communicate that an evacuation of the building is necessary, i.e. Mall Management, Store Manager, Fire Department, Police Department, etc.
- Advise the Mall Management Office or Public Safety Officer of any physically disabled people who may need assistance during an evacuation.
- Train all employees in the emergency response procedures.
- Practice emergency procedures to assure familiarity with individual responsibilities.

There are several types of evacuation scenarios that could occur during an emergency at the center.

Full Center Evacuation- All personnel in the building will evacuate to the exterior safe refuge areas. See Maps following this section.


Partial Center Evacuation- A portion of the center where the emergency or situation is effecting will be moved to a non-effected area of the center.

Shelter in Place- If a storm or danger is present on the exterior of the center, service corridors and empty spaces will be used for a safe area. The Common Area of the center has skylights and should not be used as a safe area. Follow directions from Security and Mall Management staff.

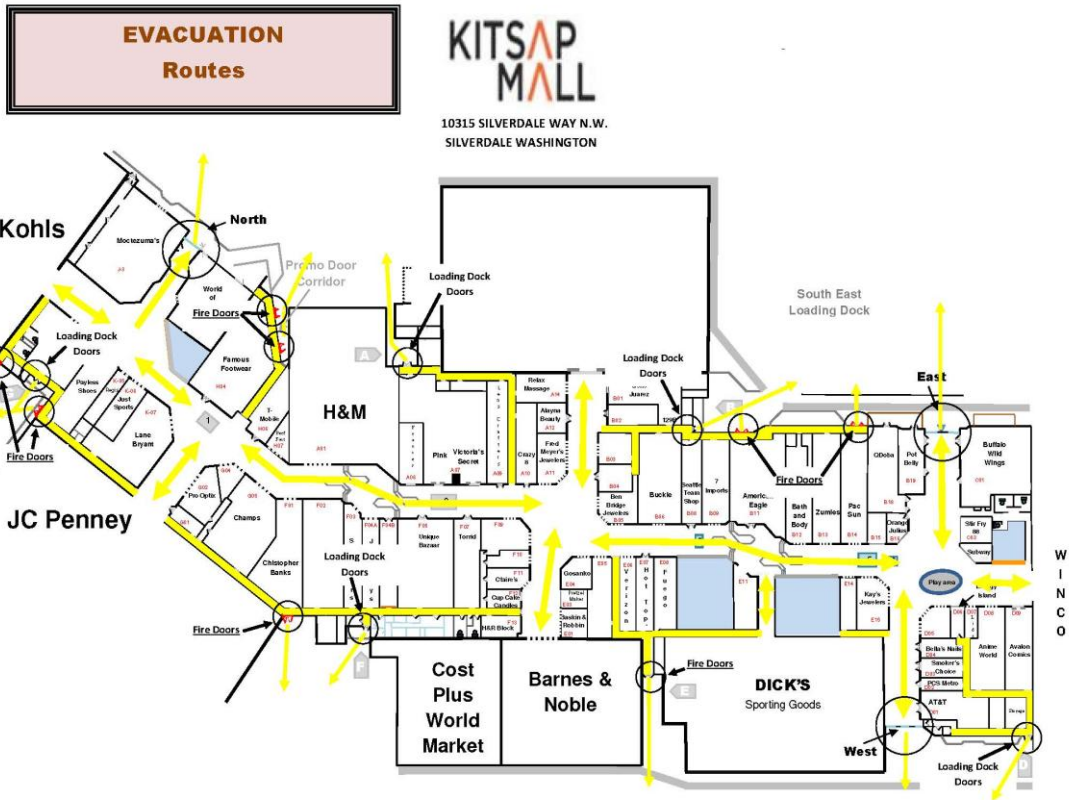
Relocation-After a Full or Partial Evacuation of the center and if the center is not able to be occupied after an emergency because of damage or other reasons the Center's Emergency Team will relocate to an off-site command center until the center is determined safe.

EVACUATION GUIDELINES

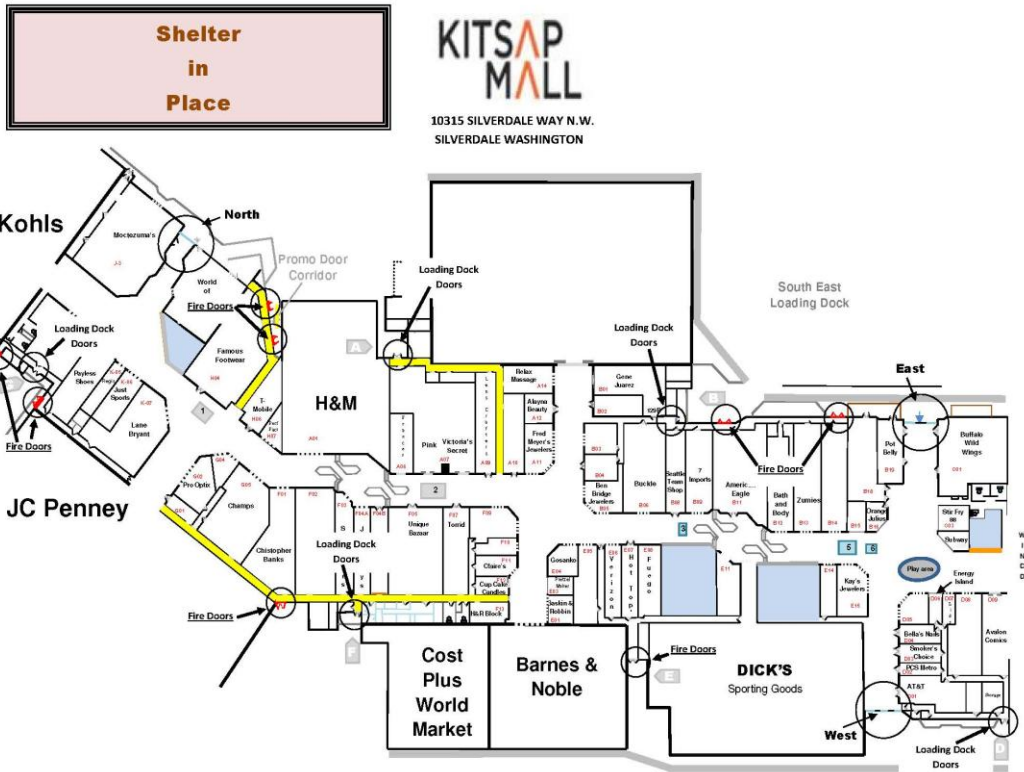
- If possible, grab purses, wallets, valuables, etc. immediately after the order for evacuation has been issued. Individuals will not be allowed back into the building until the Fire Department, Police Department and/or Mall Management indicates that conditions are safe to re-enter.
- If possible, lock all store entrances prior to, or upon exiting the premises.
- Before opening any back door into a service corridor, check the door and Door knob for heat. If it's warm, do not open the door. Use an alternate route to exit the building.
- Look for smoke within the exit corridor.
- When smoke is present, stay low by crawling along the floor, where the cleanest air can be found.
- All employees should proceed quickly, without running, through the evacuation route following directions from Security Officers and Mall Staff. All corridors are constructed with fire-resistant materials in order to provide safe exiting from the building.
- **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in the event of an emergency. Panic can be avoided if tenants are prepared with the following information;
 - Y Knowledge of the evacuation procedures to be followed.
 - Y Confidence in the responsible personnel's ability and guidance in handling an emergency.
 - Y The responsible personnel stay calm and self-confident in handling the situation.
- Before entering into a rear corridor, check for smoke. If there is evidence of smoke, evacuate through an alternate route.
- If you encounter smoke while exiting through a corridor, find any clear corridor and proceed to an alternate exit.
- Evacuate to the exterior safe refuge area designated to your store and check in with your Store Manager immediately.
- One employee should be designated to walk through the store to assist employees and customers in making sure everyone is aware of the need to evacuate.
- During an evacuation, mobility impaired individuals should be assisted to a safe area, away from harm. One person should remain with the impaired individual and a second person should contact "911" or call the mall security at 360-731-5129 to advise them of the situation. The caller should be prepared to provide the impaired person's exact location. Fire and building personnel will assist in evacuating all mobility-impaired individuals.
- If evacuation from an area is not possible due to fire or heavy smoke, the following procedures should be adhered to;
 - Y Move as far away from the fire or smoke as possible.
 - Y Close all doors as you go along. Every closed door between an employee and the fire provides a barrier against smoke and heat.

- Y If a phone is accessible, call the Fire Department "911", and then contact the Security Department at 360.731.5129. Be prepared to provide information on your exact location.
 - Y NO NOT BREAK OR OPEN ANY WINDOWS! A broken or open window will provide oxygen to the fire. Providing oxygen will feed the fire and spread and intensify it.
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Evacuation Route Map



Interior Safe Refuge Area Map Shelter-in-Place



Exterior Safe Refuge Area Map

