



## EMERGENCY EVACUATION ROUTES AND MAPS

Atlas Insurance Agency will provide information to its employees as emergencies develop. On Oahu, all Citi Financial Tower (CFT) evacuation exit routes are permanent and are always maintained as accessible and passable. Evacuation maps are posted at various locations throughout our Atlas floors. These maps reflect the location of the evacuation routes, exits and evacuation destination locations.

*Outer island offices will abide by their building's (office) emergency policies and procedures.*

### ACCOUNTING FOR PERSONNEL

Employee roster sheets will be used for personnel accounting following an evacuation. Supervisors or designees will be responsible for using the roster sheets to accomplish a head count immediately following evacuation. Visitor, contractor, and vendor logs will be used to account for individuals visiting Atlas during an emergency.

Individuals who have disabilities that may impair their ability to evacuate will be encouraged to discuss the issue with Human Resources or another member of management. Necessary arrangements will be made confidentially to assist with evacuation.

Contractors, vendors, and visitors will be escorted to the nearest stairway exit door. This may differ from the door through which they entered and signed the Visitor/Contractor Log. The designee or an alternate will perform the head count once you arrive at the assembly area.

### CFT EVACUATION ROUTES (OAHU)

Part of the evacuation process requires employees to learn where the nearest exit is in preparation for an emergency. It is important you know where the stairwells are on your floor. *(For outer island offices, adhere to your building or office evacuation and emergency routes.)*

The CFT building has two sets of stairwells and 5 elevators. Do not utilize elevators to exit the building during an emergency. Instead use the exits on the 10<sup>th</sup> or 11<sup>th</sup> floor map below and consider:

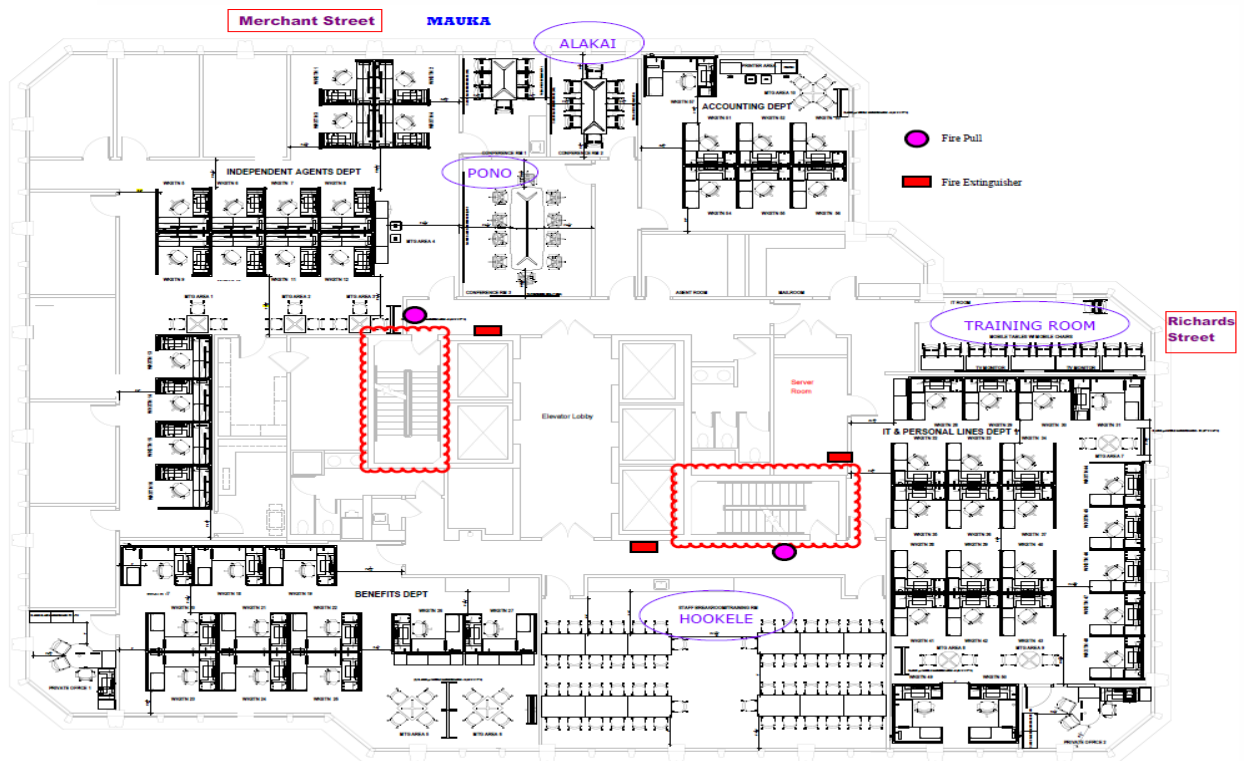
- ❖ Stairwell #1
  - Ewa Stairwell (Merchant Street Exit)
- ❖ Stairwell #2
  - Mauka Stairwell (Richard Street Exit)

We also recommend the following guidelines for a CFT Emergency Evacuation:

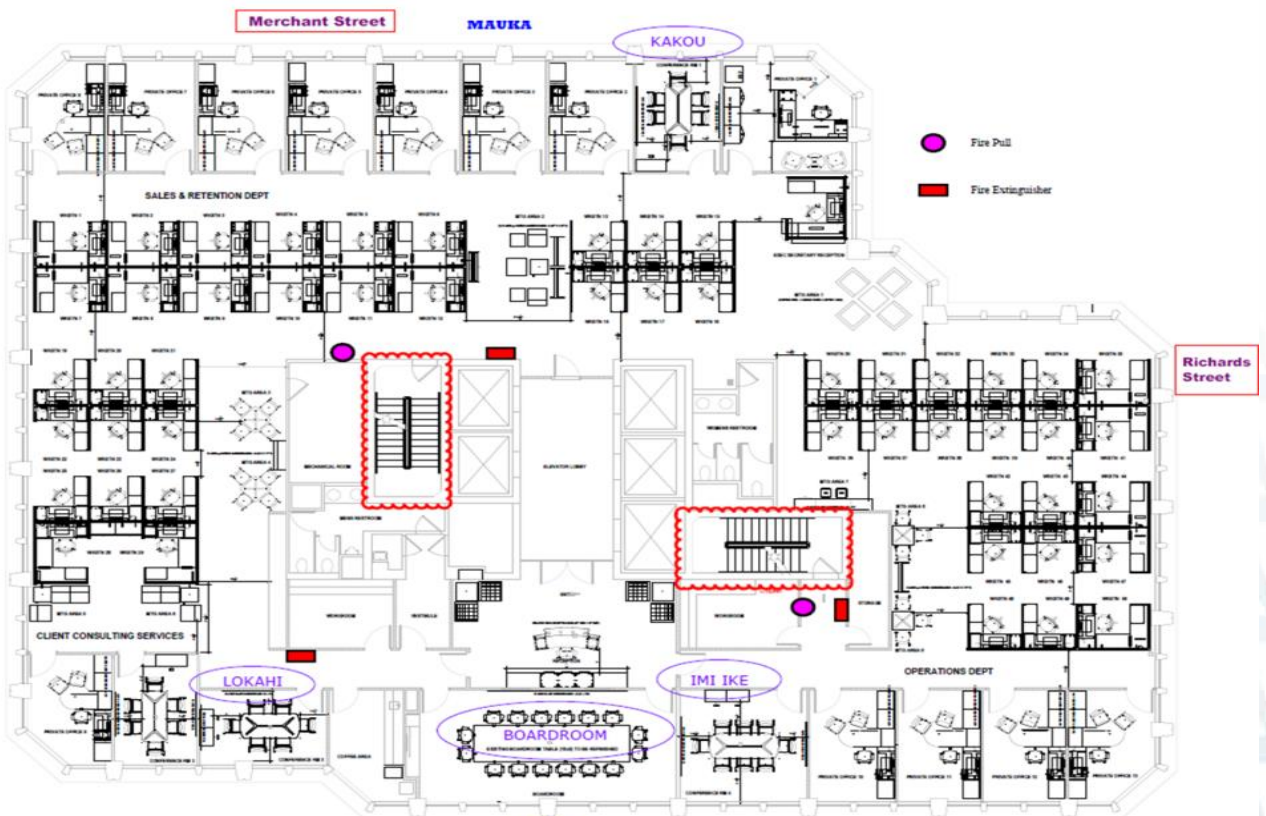
- ❖ All evacuees MUST use the stairwells.
  - Walk, **DO NOT RUN.**
  - Stay to the right.
  - Hold the railing when descending the stairwell.
  - If the stairwell becomes unusable, proceed to the next closest exit and use an alternate stairwell.
- ❖ Close all doors behind you, but do not lock them.
- ❖ Wait with those who require assistance in descending the stairwell.
  - Designated staff or emergency personnel will assist.
- ❖ Never leave an empty wheelchair in the stairwell.
- ❖ Stairwells are the safest place because of access to exits and ventilation system.
- ❖ After exiting stairwells at ground level, proceed to evacuation station.
- ❖ Always listen to instructions.



## CFT EVACUATION ROUTES



### MAKAI (CFT 10<sup>th</sup> Floor)



### MAKAI (CFT 11<sup>th</sup> Floor)



## EVACUATION STATION AND ASSEMBLY AREA

Immediately after exiting the building, head to the evacuation station for attendance as seen below. Please adhere to the following:

- ❖ Remain calm.
- ❖ Be careful as you cross busy streets and intersections.
- ❖ Once you arrive at the Iolani Palace lawn next to the bandstand (designated evacuation area) check in with your supervisor or member taking roll.
- ❖ Remain with your group until dismissed or follow emergency personnel for further instructions.

### Evacuation Station and Assembly Area



*(Cross Richard Street and head towards Kapiolani Blvd.)*



*(Iolani Palace Lawn next to the bandstand across King Street)*