**Procedures to account for all staff after evacuation**

1. The Facilities Manager will do a head count with the staff from their area and will determine if all personnel are present.
2. The Facilities Manager shall supply the head count to the in2vate Safety Coordinator as soon as possible.
3. The in2vate Safety Coordinator will immediately provide the following information to the first arriving officer of the outside emergency response organization.
	1. Nature of the emergency.
	2. Status and extent of the evacuation.
	3. Any information regarding missing/unaccounted staff, contractors, or employees and contractors and their last known location inside the building.

\* Emergency status report may be used

Under no circumstance will any staff re-enter a building once it has been evacuated until the building is cleared and the in2vate Safety Coordinator has given an all clear. Trained emergency response personnel will be the only people to enter into an evacuated area.