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# PURPOSE

This standard establishes the minimum requirements necessary to ensure occupants of buildings and work areas promptly and orderly evacuate when instructed to do so during emergency conditions at TI-ownedsites worldwide.

# SCOPE

The provisions of this standard apply to all TI employees, suppliers, vendors, and visitors at TI sites worldwide.

# reference documents

## TI Standard Policy and Procedure (SP&P) 04-04-01: "Environmental, Health and Safety"

## TI ESH Standard 03.02: “Gas Systems”

## TI ESH Standard 03.18: “Chemical Systems”

# Definitions

[TI ESH Standards Glossary of Definitions](https://sps01.itg.ti.com/sites/wwf/esh/standards/Knowledge_Bank/00.01.xlsx)

# Requirements

Sites shall implement procedures to ensure building occupants promptly and orderly evacuate when instructed to do so during emergency conditions.

## Notification System

### Sites shall ensure that a notification system will inform all occupants of an emergency condition and/or give evacuation instructions within two minutes of the onset of the emergency.

### The notification system shall be operative at all times, except when undergoing repairs or maintenance.

### An alternate means of notification shall be available when the system is undergoing repairs or maintenance.

## Documented reliability and functionality tests shall be performed as follows:

### Non-supervised (not electronically monitored) notification system shall be tested at a frequency not to exceed two months, and

### Supervised (electronically monitored) notification systems shall be tested at a frequency not to exceed annually.

## Evacuation Drills

### Sites shall perform evacuation drills annually to ensure building occupants know the proper evacuation protocol to follow during emergency conditions, and the evacuation drills shall:

#### Be initiated by activation of the notification system;

#### Be performed on all shifts and in all occupied areas;

#### Require occupants to exit through designated emergency exits and proceed to employee muster points; and

#### Include an effort to determine if all occupants have been successfully evacuated or have been accounted for..

### The effectiveness of each drill shall be evaluated and all deficiencies shall be documented and corrected.

### Records shall be maintained of required emergency evacuation drills and include, at a minimum, the following information:

#### Person responsible for conducting the drill

#### Brief description of employees on duty (i.e. Facilities, Make Mfg and Engineers, IT, etc.)

#### Number of occupants evacuated;

#### Date and time of drill;

#### Time required to clear the building;

#### Notification method used to initiate the drill

#### Special conditions simulated

#### Weather conditions at the time of the drill

#### Deficiencies or problems encountered during the drill.

### Documentation shall be maintained and readily available until the next annual drill is complete.

## Emergency Exits

Sites shall provide aisles, corridors, and doors that create safe pathways for building occupants during an emergency.

### Sites shall have an adequate number of exit routes per the requirements of the local building/fire code(s).

### Exit routes are separated by an appropriate distance and do not share a common exit.

### Exit discharges discharge to open space/parking lot, and do NOT discharge to an enclosed/gated and locked area.

### All exit route doors (i.e. exit access doors, exit discharge doors) which serve high occupancy (>50) or hazardous areas, open outward (See TI ESH Gas Standard and Chemical Standard).

### On or after January 1, 2021, all exit route doors (i.e. exit access doors and exit discharge doors) shall be capable of opening without using a key, badge, code, or special knowledge or effort.

### All exit discharge doors must have listed panic hardware installed or must be able to be opened with a single operation.

### Exit route doors shall not require a tight grasp or multiple steps to open.

### Vertical rolling doors shall not be used as an exit route door.

### Sites shall have a process to ensure that all portions of the exit pathways are adequately illuminated at all times.

### All emergency exit doors and the paths of egress shall be provided with exit signs indicating the direction of travel. The signs shall be visible from any direction of egress travel. Exit signs are not required in rooms or areas that require only one exit or exit access.

### Note: International symbols or appropriate words in the local language are acceptable.

### Purchase or installation of new signs containing radioactive materials is prohibited

#### Existing signs illuminated with radioactive materials shall be maintained in good working condition.

#### Sites shall have a means to account for existing signs illuminated with radioactive materials.

#### Notify TI Radiation Officer if signs illuminated with radioactive materials are lost.

### Means of egress and access to means of egress shall not be obstructed unless an approved alternate route is provided. Where an exit door needs to be temporarily blocked, signs shall be posted immediately inside and/or outside the exit access, to ensure that personnel understand the exit is not available, and to notify personnel of the alternate route to be used (international symbols or appropriate words in the local language are acceptable).

### All perimeter doors which do not lead to muster points outside of the building shall be clearly marked with signs that state "NOT AN EMERGENCY EXIT" or similar designation (international symbols or appropriate words in the local language are acceptable).

## Evacuation Maps

### Evacuation maps shall be posted in the following locations:

#### On the wall next to personnel and service elevator doors,

#### Areas where alternative means of egress are not readily identified, and

#### Near chemical and gas storage rooms.

### Evacuation maps shall clearly indicate the location of the viewer.

## Training Requirements

Sites shall provide training on their evacuation process to ensure all employees know what to do during an emergency evacuation.

### Training shall include:

#### Information about the purpose and function of the notification system,

#### Information about the site’s evacuation process, including evacuation procedures and evacuation routes,

#### Identification of muster points, and

#### Information about the accountability process.

### Training shall be required:

#### Upon an employee’s initial assignment and annually, thereafter;

#### Whenever there is a change in the site’s emergency evacuation process or procedures;

#### Upon an employee's relocation to another building, and

#### Upon changes to the building’s exit configuration that may affect building occupants.

# STANDARD Approval

This standard has been approved by Zane Broadhead, TI Vice President.

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev#** | **Date** | **Nature of Revision** | **Author/Editor** | **Approver** |
| A | 11/01/2013 |  | L. Lehmberg | L. Lehmberg |
| B | 5/24/14 | Formatting change | Mike Alton | ELC |
| C | 5/16/2018 | Included additional requirement for egress route and exit route doors. | Hayden Baker | ELC |
| D | 10/9/2019 | Included additional evacuation drill documentation requirements; added additional exit and egress route requirements to align with RBA | Hayden Baker/Sharlie Staab | ELC |