

Emergency Evacuations

- 1) Evacuating any public building is a serious matter. If not handled correctly, there is a risk of injury persons involved, especially persons at risk or minor children.
- 2) Not all evacuations are for fire. Other reasons could include bomb threat, tornado, flooding, chemical spills, electrical outage, structural problems.
- 3) All staff members have a responsibility to assist in a proper evacuation. The decision to evacuate, except in obvious life-threatening situations, is with the chief executive, or his/her designee.
- 4) When an evacuation alert is activated, security officers will report to their assigned area and instruct the public how and where they are to leave. Disabled persons will be assisted to a pre-assigned area, to await evacuation assistance. Security officers will advise the dispatcher when disabled persons require assistance. All elevators will be grounded and secured.
- 5) Any person refusing to leave will be advised that any refusal to evacuate will be referred to the police. Advise a supervisor immediately if this situation exists.
- 6) Following the departure of visitors and others, begin a systematic sweep of your assigned area. Include all offices, storage areas, restrooms, and closets. Announce completion of a sweep in order by floors to the dispatcher.
- 7) Secure areas that have been cleared and depart by stairwells as assigned.
- 8) Move to your designated assembly area and report to the senior person present.
- 9) Remain in the area to assist with evacuation or other assigned duties.
- 10) Document all events involved, including special circumstances.