

[NAME OF COUNTY FACILITY] EVACUATION POLICY & PROCEDURE

POLICY

The safety of staff and the public during times of emergency are of the utmost importance. This procedure is to be followed when an alarm is sounded within the [NAME OF FACILITY].

PROCEDURE

The [NAME OF FACILITY] is not connected to the fire department or the sheriff's department. If there is a fire or other similar emergency, alert staff and evacuate the building. If you have been trained in the use of a fire extinguisher and it is an incipient stage fire, you may try to extinguish it.

After evacuation, dial 9-1-1 to report a fire or any other emergency. You should then notify the safety representative of the [department/building/floor], who will contact the department head or his/her designee of the emergency. This will trigger an evacuation of the building.

Emergency Fire personnel have a key to the KNOX BOX located outside the [NAME OF FACILITY AND LOCATION ON BUILDING]. These keys will give emergency personnel access to the [NAME OF FACILITY] building. The department head or his/her designee in charge at the time of the event is to make themselves known to the ranking emergency response person for coordination of information during the event and the release of the site back to normal operation when it is determined to be safe. The department head or his/her designee will disseminate the necessary instructions to the safety representative and supervisors.

When an alarm is sounded at the [NAME OF FACILITY], the department safety representative will alert the staff in the [NAME OF FACILITY] and instruct all persons in the [NAME OF FACILITY] to evacuate. The department safety representative will also check all rooms and all restrooms and storage rooms to make certain that everyone has evacuated the building. All staff will meet with their department in their designated area [NAME OF AREA], so a head count can be taken.

1. Each department safety representative within the [NAME OF FACILITY] is responsible for ensuring that staff assigned to the [DEPT OR FLOOR] are aware of this procedure and

evacuation routes (Evacuation routes are mapped and noticed throughout the [NAME OF FACILITY] and attached hereto).

2. When the alarm sounds, clerical staff who are part of the team responsible for answering phone calls coming into the main line will place their phones on 'Do Not Disturb'. If they are located at their desk when the alarm is sounded. Do not return to your desk to perform this procedure. This will force calls to be re-routed to the nighttime message while staff is out of the building. Staff will evacuate the building through the closest evacuation route and re-group with their assigned department in their designated evacuation meeting area outside the building.
3. On each [DEPARTMENT/FLOOR], a supervisor will be named as the primary person responsible to check each cubicle, restroom, and conference room in the area to make certain all staff and visitors have exited the building. There should be a primary contact and at least two backup contacts assigned to this task. All staff need to be cognizant of their surroundings to ensure everyone is out of the building and not to assume the primary or backup contacts are available to perform this task.
4. All visitors are to be escorted out through the evacuation route by staff or directed to evacuate through the main reception area. Visitors that are in the main reception area are to be evacuated by designated supervisors.
5. Each supervisor or his/her designee is to account for all assigned staff and report status to the department safety representative (DSR).
6. Each supervisor is to report status to the DSR, who will report to the director, including the number of employees unaccounted for and/or any pertinent information regarding client or employee safety.
7. The department head or their DSR will report on department status to ranking fire personnel.
8. Ranking fire personnel will give the all clear notifications to the department head or their designee before anyone re-enters the facility.

*ATTACH A COPY OF THE EVACUATION ROUTE PLAN FOR THE FACILITY

**LOCATION OF MEETING PLACE IS ON EVACUATION PLAN