

STOUGHTON CITY HALL EMERGENCY EVACUATION PLAN

PURPOSE: To provide information and direction for the employees/visitors of Stoughton City Hall in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in City Hall should there be a fire or weather severe enough to warrant emergency shelter, a well defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN THE CASE OF FIRE

EMPLOYEES

1. If not already activated, activate the fire alarm or call 911.
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Proceed to the nearest stairwell – DO NOT USE ELEVATORS.
6. Exit the building.
7. Proceed to the Public Safety Building parking lot at 321 South Fourth Street.
8. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that ALL employees have vacated the work area.
4. Leave the building via the stairwell, checking for stragglers.
5. Proceed to the Public Safety Building parking lot at 321 South Fourth Street.
6. Verify that ALL employees are accounted for.
7. Keep all employees in the area until further instructions are received.

IN THE CASE OF SEVERE WEATHER (Tornado, Severe Thunderstorms, etc.)

ALL EMPLOYEES

1. Notification of severe weather may be received from the emergency sirens, or from any reliable source (radio, police dispatch, etc.)
2. Upon receiving notification of approaching severe weather, ensure other employees are notified.
3. Insure that handicapped/disabled employees and/or general public receive assistance.
4. Supervisors should ensure that department offices have been secured before leaving the area.
5. Proceed to the Fire Department door at the back of City Hall.
6. Enter the Fire Department and proceed to the basement. The first employee at the door will remain there to assist other employees in getting through the door.
7. Remain in the basement until further instructions are received from your supervisor.
8. When the "All Clear" is given, return to offices or exit the building and enter from the outside.