

PUBLIC SAFETY BUILDING EMERGENCY EVACUATION PLAN

Purpose: To provide information and direction for the employee/visitors of the Public Safety Building in the event of a fire or severe weather.

Statement Of Policy: In order to provide protection of the employees and citizens in the Public Safety Building 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 employee and/or citizens in the event of an emergency

IN CASE OF FIRE

EMPLOYEES

- If not already activated, activate the fire alarm &/or call 911.
- Remain Calm
- Follow your supervisor's instructions.
- Immediately leave your work area.
- Proceed to the nearest stairwell - **DO NOT USE THE ELEVATORS.**
- Follow the stairwell to the main floor.
- Exit the building.
- Proceed to the main entry way to the Public Library.
- Remain there until you receive further instructions from your supervisor.

SUPERVISORS

- Instruct employees to leave the area immediately.
- Insure that handicapped/disabled employees and/or general public receive assistance.
- Verify that ALL employees have vacated the work area.
- Leave the building via stairwell, checking for stragglers.
- Proceed to the Library Main Entry way.
- Verify that ALL employees are accounted for.
- Keep all employees in the area until further instructions are received.

IN THE CASE OF SEVERE WEATHER (TORNADO, SEVERE THUNDERSTORMS)

All EMPLOYEES

- Notification of severe weather may be received from a reliable source.
- Dispatch will notify the occupants of the building via an ALL CALL announcement of the severe weather.
- Dispatch will remain on post until severe weather, capable of causing structural damage to the building, is imminent.
- Insure that handicapped/disabled employees and/or general public receive assistance.
- Proceed to the basement hallways.
- Remain there until receiving instructions an all clear signal.