

Stoughton Area Senior Center Emergency Evacuation Plan

Purpose: to provide information and direction for the employees of the Stoughton Area Senior Center in the event of a fire, severe weather or other emergency event.

Statement of Policy: Should there be an emergency event to warrant shelter, a well-defined emergency plan is essential in order to provide protection to employees, citizens and visitors in the Senior Center. All employees should become familiar with these procedures, and should be prepared to assist other employees, citizens and visitors in the event of an emergency.

In the Case of a Fire:

Activate the fire alarm to alert others in the building that an emergency exists

Remain calm

Immediately leave the building using the nearest exit

DO NOT use the elevator

Call 911 from a safe location, stating address and nature of emergency.

Proceed to the main or lower level parking lots

Remain in the parking lot a distance from the building until you receive further instruction from Senior Center Staff and/or Emergency Services Personnel.

In the Case of Severe Weather:

Upon receiving notification or observation of approaching severe weather from a reliable source (e.g. radio, TV, police/dispatch, certified weather spotter, etc.) notify others around you.

Remain calm

Take the nearest stairway to the basement level

Supervisors should ensure the department offices are secured before leaving.

In the basement and if possible, sit or kneel far as practical from windows and exterior doors, staying near interior wall with your head down. You may cover yourself with your hands or blankets.

Remain in the basement until further instructions are received from Senior Center Staff and the storm has passed.