

PALM BEACH GARDENS POLICE DEPARTMENT		
EMERGENCY EVACUATION PROCEDURES FOR POLICE HEADQUARTERS		
POLICY AND PROCEDURE 4.2.4.2		
Effective Date : 03/15/05	Accreditation Standards: CALEA CFA	Review Date:

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PURPOSE: To establish guidelines for evacuation of the Police Department in the event of an emergency.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Administrative/Investigations Division Assistant Chief

POLICY: The Department provides this direction in the event the Police Department needs to be evacuated during an emergency in order to prevent members from becoming unnecessarily anxious during evacuations, to familiarize every member with this procedure and ensure they understand their duties in the event of an evacuation, and to clearly define and display evacuation routes to ensure the safety of all the members and visitors to the Police Department. The Department will conduct safety drills on a periodic basis, most without previous notice. This will be done to determine that the proper procedures are followed during the evacuation of the building.

PROCEDURES

1. C.A.R.E. PROCEDURE

- a. It is the responsibility of every member to become familiar on how to properly operate a pull station and know the location of fire extinguishers. The Fire Department will conduct scheduled training sessions. If a fire or other emergency is detected, the **Evacuation Monitor**, **Deputy Monitor**, and **members**, should proceed with the following procedures:
 - i. **CONTAIN:** Close all doors as each person exits the vicinity. This will slow the spread of smoke and flames.
 - ii. **ADVISE:** Pull the nearest fire alarm pull station. Assign a specific person (by name) to call 911 and give the exact location and nature of the fire or emergency.
 - iii. **REACT:** Direct all personnel and visitors through the designated evacuation route.
 - iv. **ERADICATE:** If it is a small contained fire, extinguish the fire using the appropriate portable fire extinguishers and immediately call 911 so they can determine the situation and make certain the fire is completely extinguished.

2. EVACUATION PROCEDURES

- a. Building occupants will be alerted to evacuate by an audible alarm with a strobe that is activated by the fire prevention equipment (pull station, fire sprinklers, smoke detectors, and heat detector.)
- b. Upon evacuation of the building, members will immediately report to the Primary or Secondary meeting place depending on the member's location at the time of the evacuation.
- c. When the alarm sounds, assume that an emergency exists and immediately leave the office or area. If you are located in an office close the door behind you, this will help contain the fire or toxic fumes. All fire doors leading to stairs must remain closed.
- d. DO NOT ALLOW ANYONE OTHER THAN AUTHORIZED FIRE DEPARTMENT PERSONNEL TO ENTER THE BUILDING.

3. AFTER AN EVACUATION

- a. The Fire Department will notify all personnel and visitors when they can occupy the premises once again.
- b. No one shall enter the building until the Fire Department gives approval.

4. PRISONER PROCESSING AREA

- a. Remove occupants from room immediately and exit the building through the north (sally port) doors to the secondary meeting place.
- b. Secure prisoner(s) in a marked police unit and respond to the meeting place at the rear of the police department secured parking lot along the fence at Johnson Dairy Road.

5. DUTIES OF THE EVACUATION MONITOR AND DEPUTY MONITOR

- a. The duty of each floor **Evacuation Monitor** and **Deputy Monitor** is to prevent members from becoming unnecessarily anxious by relaying the message of remaining calm, avoid overcrowding, and follow the evacuation routes.
- b. Read and implement the C.A.R.E. procedure. Ensure that all new members are given a copy of the procedure.
- c. Develop and post evacuation routes in various locations throughout the Department.
- d. Familiarize yourself with the locations of all the fire extinguishers, designated evacuation routes, and alternate routes.
- e. In the event of an emergency, the Evacuation Monitor is responsible to:
 - i. Secure a copy of the evacuation routes.
 - ii. Close all doors.
 - iii. Evacuate the premises quickly and in an orderly manner.
 - iv. Calmly communicate the urgency to evacuate the premises.
 - v. Assemble at the designated locations once you have left the premises.
- f. In the event of an emergency, the Deputy Monitor is responsible to:
 - i. Close all doors.
 - ii. Track all members and ensure that every member is accounted for before reaching your designated meeting locations.
 - iii. Quickly escort all members and visitors out of the building via your evacuation procedure route or alternate exit if necessary.
- g. Monitors will conduct a physical headcount at the meeting place to ensure everyone who is assigned to Police Headquarters is accounted for.
- h. Monitors will contact Communications and request a roll call via radio of officers on duty to ensure all are accounted for.

6.GLOSSARY

Primary Meeting Place - The west end of the police building along Military Trail at the art sculpture.

Secondary Meeting Place - The north side of the police department inside the secured parking lot along the fence at Johnson Dairy Road.

Evacuation Monitor – Member designated to supervise and assist in the evacuation for an assigned section of the building.

Deputy Monitor - Member designated to assist the Evacuation Monitor or act as the Evacuation Monitor during the Evacuation Monitor's absence.

INDEX AS:

- EMERGENCY EVACUATION
- EVACUATION OF POLICE DEPARTMENT

RESPONSIBILITY INDEX:

- EVACUATION MONITOR
- DEPUTY EVACUATION MONITOR

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APPROVED:



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Chief of Police

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