

Santa Ana Police Department

Departmental Order #755 – Building Evacuation Policy

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Purpose

The purpose of this policy is to ensure the safe and efficient evacuation of the Police Administration Facility in the event of an emergency situation.

Policy

It is the policy of the Santa Ana Police Department that all occupants and visitors of the Police Administration Facility promptly evacuate the building and assemble in a designated area upon activation of the emergency alarm system or instruction by a Watch Commander or section monitor. Evacuated persons shall remain in their designated assembly area until instructed to return by the Watch Commander or a section monitor.

I. Procedures

- A. Upon activation of the Emergency Alarm System (both audible and visual alert), building occupants shall quickly and orderly exit the facility, proceeding along the prescribed routes as shown on the attached floor maps to their designated assembly areas. Police employees shall instruct visitors to exit the facility in like fashion. Employees are not to utilize the atrium stairwells, as these are collection points for the removal of smoke. Instead, the four exterior stairwells will be used for evacuation purposes only. **DO NOT USE THE ELEVATORS.** Clearly marked evacuation maps can be found located at each elevator door and other strategically placed locations throughout the police facility. The designated employee evacuation area is the paved parking lot at the southeast corner of Sixth and Shelton Streets. Assemble by Floors.
- B. Whenever the Emergency Alarm System is activated, it is the responsibility of the on-duty Watch Commander, or his designee, to immediately evaluate the situation, attempt to verify its validity, and notify the appropriate parties to respond. They also will be responsible for issuing an "All Clear" notification to return employees to duty.
- C. If an alarm activation is determined to be false or accidental, the Watch Commander shall issue an "All Clear" notification via the building intercom/paging system, instructing employees to remain at or return to their work station and disregard the alarm.
- D. If the validity of the alarm cannot be immediately determined, the evacuation shall proceed as prescribed. Section monitors will then carry out the evacuation instructions and ensure that all floors are evacuated. The current list of section monitors and their alternates is attached to this policy. The Section Monitors and on-duty Watch Commander will wear a bright orange vest for high visibility identifying them as such. The Section Monitor's vest will further identify him or her by Floor.
- E. Unless otherwise notified, all activations of the Emergency Alarm System shall be considered genuine with building occupants evacuating according to prescribed plans.
- F. Employees shall remain in their designated evacuation area at the paved parking lot until they receive an "All Clear" notification by the Watch Commander or section monitor.

- G. An annual evacuation drill will be conducted of the Police Administration Facility and coordinated by the Human Resources Commander. All procedures will be followed to ensure that we are prepared in the event of a genuine emergency situation.

II. In Case of an Earthquake

If there is visible damage to the Police Facility, evacuate to your assembly area even if the alarm is not sounding. If the North perimeter-rolling gate at the back of the Police Facility is off the tracks from an earthquake, the motor cannot open the gate. The alternate evacuation point is the South perimeter gate. You will need to get the gate back on the tracks, which will require the forklift, only to be operated by trained CDC, Evidence or Building Maintenance Staff. If there is no visible damage to the Police Facility, wait for instructions.

III. Building Evacuation Details

- A. Evacuation routes are posted on each floor at each elevator, as well as other strategic locations throughout the Police Administration Facility. Become familiar with them.
- B. Employees who cannot travel down stairs should remain in the outside landing of the stairway with a section monitor or alternate until the Fire Department arrives. Before evacuating, quickly gather necessary belongings (i.e., purse, car keys, etc.). You may not be allowed to re-enter the building after evacuation.
- C. Unlock and close all office doors as you exit your work area. Walk calmly, quietly, and quickly to your designated assembly area.
- D. The Police Administration Facility is a public building. Employees are responsible for evacuating the public safely.

IV. Perimeter Gates

The perimeter rolling gates located at the back of the Police Facility may be manually opened if there is an emergency. Refer to the red Emergency Gate Operation sign affixed to the green motor cover at each perimeter gate.

V. Emergency Gate Operation

A. Electricity On

1. Remove Green motor cover
2. Locate "OPEN" button and press
3. After gate opens, locate power toggle switch and turn to "OFF"

B. Electricity Off

1. Remove green motor cover
2. Locate power toggle switch and turn to "OFF"

3. Release drive wheel by pulling lever down
4. Manually push gate open