

# Fire Evacuation Procedures - Headquarters Building

## CHAPTER 8.11

Issued: February 20, 2002

Revised: January 2018

Submitted by: Fire Marshal

Approved by: Chief of Fire Rescue

### Definition

All Alachua County Departments have been charged with the task of developing and/or enhancing plans for assuring the security of their facility. All Alachua County Departments will be working to assure the continued accessibility of County facilities for all visitors, balanced with providing a safe work environment for department employees.

### Purpose

The Fire Evacuation Procedure for ACFR Headquarters Building is designed to better assure the safety of those personnel working in and visiting the Alachua County Fire Rescue Headquarters building.

### General Guidelines

Review the attached Emergency Evacuation Plan for the ACFR Headquarters Building.

In the event of a fire condition, or alarm:

### All personnel will

- Remove all personnel and visitors from the immediate area of the fire.
- Call 911 to report the fire, or alarm condition and the exact location of the fire. If possible, call 911 after you have evacuated the building. (NOTE: if time permits, give a brief description of the type of fire.)
- Upon notification of a fire emergency in the building, immediately evacuate the building utilizing the closest exit.
- Assemble at the rally point (**North side of the building by the dumpsters**) to assure that all personnel are accounted for. Remain at this location until receiving the all clear to re-enter the building by the Evacuation Coordinator.
- Do not lock office(s) or other doors unless you have been instructed otherwise, simply close the door.
- Anyone passing the front lobby should take the visitor's log with them to the meeting place.
- Be prepared to move to another location if requested by the Fire Department or law enforcement personnel.

### Responding fire services personnel will

- Immediately, upon arriving at the scene, assume command of operations until the all clear is given.
- Provide written report(s) of any finding or investigations to the Fire Chief or designee.

Click to view



[Evacuation Plan](#)