



Boulder Police Department Policy and Procedure

	Subject: Evacuation of the Public Safety Building		General Order: 108
	Effective: October 22, 2024 Reviewed: October 17, 2024	Replaces: G.O. 108 December 13, 2016 G.O. 108 September 8, 2021	Approved by:  Chief Stephen Redfearn
General Order Topic(s): 108-1 Initial Response during an Evacuation of the Public Safety Building 108-2 Communications During and Evacuation of the Public Safety Building 108-3 Facilities Management		Accreditation Standard(s): N/A Statutory References: C.R.S B.R.C Related General Orders:	

POLICY

Law enforcement and other government operations are potential targets for violent acts and are exposed to the potential for natural or other emergencies that may impact the department's ability to operate from the Public Safety Building. Therefore, the department follows procedures for evacuating the Public Safety Building if necessary and continues essential operations from other locations.

108-1 Initial Response during an Evacuation of the Public Safety Building

The decision to evacuate the Public Safety Building is made by the highest-ranking or senior member on the scene who has information regarding the incident dictating the necessity to force an evacuation. That member makes a notification to all affected members either through a building page or telephone calling system and indicates what areas of the building are not safe for members to exit from and what directions members should exit toward, as well as the designated location to which members respond (i.e., the County Clerk's office or the King Soopers parking lot).

- A. Members are aware of exit locations within the building that afford a quick egress to the exterior from their location in the building. This may not always be the closest exit, depending on the situation that necessitated the call for an evacuation, so members should be aware of nearby alternate exit locations.
- B. Depending on the circumstances, and only when time and personal safety permit, supervisors and/or designated employees take the Go Box from their respective areas and relocate department vehicles according to the equipment evacuation plan.
- C. During an evacuation, supervisors account for their employees at the designated location. The supervisor takes a cell phone or other means of communication so that notification of an incident commander or ranking official can be made and contact can be reestablished with this group.

- D. In the event an evacuation is called within the building, members proceed from the building expeditiously and safely to an established location, away from potential danger, and meet with their supervisor. Any time a member is not accounted for, notification is made to the ranking official in charge of the situation.
- E. Upon notification that an employee is not accounted for after an evacuation, the ranking official in charge of the situation establishes a team of officers to start a search for the missing employee at the building and along established evacuation routes when practical and safe to do so.
- F. Once it has been determined that it is safe for employees to re-enter the building, notification is made to all supervisors. Once employees have returned to their office areas, the supervisor in charge will again check to ensure that all members are accounted for.
- G. If not present at the time, a person in charge of the facility is notified of the evacuation. This person is apprised of the situation and, if not present, responds to assistance should there be a need to disconnect gas, electric, and other services to the building. This person maintains a current list of utility and shut-off valve locations, both within and external to the building.

108-2 Communications during an Evacuation of the Public Safety Building

In the event of a Public Safety Building evacuation, all normal communications functions cease immediately upon authorization of the Chief of Police or designee, the Watch Commander, the Boulder Police and Fire Communications (BPFC) Manager, or a BPFC supervisor, and the following procedure is followed.

- A. Police 1 dispatcher responsibility.
 - 1. Simulcast on channels (Police 1, PTAC 2 Fire 1, and Data) with an alert tone that the Center is closing and that all units should go to Police 1 and standby for further instructions. The dispatcher also advises that CU dispatch will be monitoring for emergency traffic until dispatch is operational at the backup Communications Center.
- B. Phone position responsibility.
 - 1. Page BPD ALL and advise of the evacuation.
 - 2. Contact CUPD by phone and advise them of the evacuation and request that they monitor Police 1 channel for any emergency radio traffic.
- C. Data dispatcher responsibility.
 - 1. Call the backup Communications Center and advise them of the evacuation and that the department will be relocating to their location.
 - 2. Initiate a "TO METRO" teletype advising of the evacuation and the emergency telephone number of the backup Communications Center.
 - 3. Call forward the appropriate phone lines to the backup Communications Center.
- D. Supervisor or fire dispatcher responsibility.
 - 1. Forward the 911 and 911 Back Up lines to the backup Communications Center.
 - 2. Assign dispatchers to respond to the backup Communications Center to resume dispatch operations from that location.

3. Contact an on-duty field supervisor and request that he/she monitor non-emergency radio traffic in the field.
4. Notify the on-call BPFC Supervisor and BPFC Manager of the evacuation and relocation to BCCC.

108-3 Facilities Management

If the Public Safety Building is evacuated due to a structure fire, explosion, or other structural situation, a member of building maintenance is contacted to respond. Protocols are in place to deal with the shut-off of water valves, gas lines, electrical equipment, heating/air-conditioning units, and other mechanical equipment. If no one can be located from facilities management, a supervisor refers to the facility shutdown protocols for handling mechanical shutdowns.

G.O. 108 Appendix A
PUBLIC SAFETY BUILDING FACILITY SHUTDOWN PROTOCOLS

GAS

Call Excel Energy at 800-895-2999 (we cannot shut the gas off).

ELECTRICITY

- 1) Go to the electrical room located between the two sets of double doors on the westside of the building. Master key SM1DB.
- 2) On the west wall of the electrical room is a large bank of electrical equipment. There is a large lever located near the bottom. Move said lever to the OFF position. Marked by signage.
- 3) Electric emergency outside the building, contact Xcel Energy at 800-895-1999.

STAND-BY GENERATOR

The generator should start automatically if the electrical power goes off; however, if it doesn't:

- 1) Go to the electrical room located between the two sets of double doors on the westside of the building. Master key SM1DB.
- 2) Follow written instructions on the large cabinet marked ONAN TRANSFERSWITCH to turn on the generator. Follow signage.

HEAT

- 1) Go to the penthouse building on the roof. Master key GM2.
- 2) As you enter the room, to your right there is an emergency switch. Push this button to shut down all the boilers.

AIR CONDITIONING

- 1) Go to the roof. Master key GM2.
- 2) There are two large air handlers. On each one is an electrical control panel. Open each panel. In the upper right-hand corner of each panel is a silver toggle switch. Turn this switch to the OFF position. *This will also stop the intake of fresh air into the building.* Follow signage.

WATER

Summer

- 1) Go to the elevator electrical room in the front lobby. Master key GM2.
- 2) Inside the door on the left-hand side near the floor is a valve to shut off the water. Turn this valve to the OFF position. Follow signage.

Winter *Important: these steps vary from those taken in the summer*

- 1) Go to the penthouse building on the roof and follow the instructions listed for turning off the HEAT (listed above). Master key GM2.
- 2) Go to the elevator electrical room in the front lobby. Master key GM2.
- 3) Inside the door on the left-hand side near the floor is a valve to shut off the water. Turn this valve to the OFF position. Follow signage.