


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	Updated: 11-21-2018
	Title: Emergency Evacuation Plan Police Headquarters	No. 14.3
	Issuing Authority: Chief Joseph McNeil	Issued: 11-21-2018
	Reference:	

PURPOSE:

The Purpose of this policy is to establish procedures in the event of an emergency necessitating the evacuation of the Police Department Headquarters Facility.

POLICY:

It shall be the policy of the Stratford Police Department that the building and all persons within shall evacuated in an emergency.

PROCEDURE:

In the event of an emergency necessitating the evacuation of any part of this facility the supervisor in charge will immediately make repeated announcements over the public address system that an emergency exists and that all personnel in the danger area will evacuate the building in an orderly manner. This supervisor will then activate the building fire alarm as an evacuation signal.

Supervisors will position themselves near the emergency exits and ensure that all persons exit as needed.

When orders are given to evacuate all supervisors will render assistance to those persons evacuating the building and shall begin an immediate check of each room or office to make sure that everyone has left the building.

After being assured that the building has been completely evacuated the supervisor shall report this information to the Chief of Police.

An emergency escape route chart will be posted in the building.

The aforementioned procedures will be discussed with all personnel in a safety meeting. Emergency escape procedures from the building will be verbally discussed with all personnel including new personnel prior to assignment. This plan will be revised when there are any physical changes to the facility or changes in evacuation assistance personnel.