

EMERGENCY EVACUATION PLAN

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-22
<i>Special Instructions:</i>	
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i> <i>Total Pages:</i> 2

I. PURPOSE

The purpose of this policy is to establish building evacuation procedures for use in the case of fire or other event that renders the Cheswold Police Department dangerous for human habitation.

II. POLICY

It is the policy of this Department that employees will take those actions necessary to preserve life to the greatest extent possible in the case of an emergency.

III. PROCEDURES

A. Notification

1. Any employee or volunteer who has discovered a life threatening emergency on the grounds of or within the Cheswold Police Department shall immediately announce the emergency by voice, intercom, and/or radio. Examples of such emergency may include fire, natural disaster, a bomb or bomb threat, terrorist act, or any other event that by its nature would dictate that evacuation of the premises is necessary to preserve life.
2. Upon recognition or notification of such an event, the on duty supervisor or senior officer shall notify the communications center (KENTCOM).
3. If the Chief of Police is not present, telephone notification to the Chief of Police or his designee will be made immediately.

B. Evacuation of Employees, Volunteers and Visitors

1. All personnel will immediately evacuate the building by way of the nearest available exit and proceed to the parking lot next to Town Hall. If the circumstances of the threat make this location unsafe, then personnel shall be directed to another pre-determined location by senior personnel.
2. During evacuation, employees will ensure that any non-employees located in their work area and other persons encountered during evacuation are directed to evacuate and assist in proceeding to the nearest exit.

C. Evacuation of Holding Facility

1. Officers supervising prisoners in the Holding Facility shall remove all prisoners from cells and/or restraint benches or chairs.
2. All prisoners will then be escorted from the building by way of the safest exit.

3. All prisoners will be located to neighboring departments and/or the Vaughn Correctional Institute for temporary holding until further arrangements can be made.
 4. Officers evacuating prisoners shall communicate the location and status of all prisoners to the senior officer on-scene.
- D. Post Evacuation Procedures
1. If safety permits, an attempt should be made to remove all police vehicles from the parking lot.
 2. The senior on-scene officer will respond to the evacuation point and conduct an accounting of all personnel. Re-location to a more secure area should be considered at this time. The senior officer should also begin establishing a command post.
 3. The senior on-scene officer will assure that the appropriate town officials are contacted and informed of the situation.
 4. Re-entry into the building will not occur until directed by the senior officer on-scene.
- E. This order supersedes all directives and procedures, written or otherwise not in complete conformity herewith.
- F. The order shall become effective immediately upon execution and issuance.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police