

EVACUATING CITY HALL

In the event of an earthquake, bomb threat, possible or actual fire, or other circumstances, the City Hall must be evacuated. In doing so, all personnel must be accounted for. To account for all employees and to provide the most accurate information, a floor warden shall be assigned.

It shall be the responsibility of the floor warden to account for all City personnel on their respective floors. Each floor is assigned one (1) floor warden and two (2) alternates. Alternates shall act in the capacity of the floor warden in the event of his/her absence.

Evacuation routes are posted throughout City Hall, this is the primary route. You should know at least one other route to evacuate the building. In the event your primary route is blocked due to fire, fallen debris, or the primary route is not the safest route, know the other way out.

IN CASE OF:

FIRE: Sound the alarm, tell your co-workers, call 911, or activate a manual pull station. If the fire is small, attempt to extinguish it; if not, exit the building. If you are the last to leave your area, close the door as you go.

EARTHQUAKE: Get under a strong or solid object, such as a desk. Or a table, and wait for the shaking to stop, then exit the building. Be prepared for debris or blocked exit ways. You may have to exit via a secondary route.

BOMB THREAT: If you are the person taking the call, remain calm, attempt to gain as much information as possible, Call 911. Have all personnel calmly evacuate the building. Secure the safe, don't touch anything that looks out of the normal, i.e., backpacks in the hall, packages, or the like.

When evacuating the building it is important to evacuate as quickly as possible, while yet providing the required security to City documents. Upper floor personnel should ensure the safe is closed and secured, all money should be either secured in your area or the vault. Depending on the circumstance will determine the level of security and amount of time to secure your area.

Evacuation plans are located throughout City Hall.

The meeting point for upper floor personnel shall be the grassy area in the area of ICOM and OHPD. The lower level meeting spot will be the south parking lot, at or near the small house. Upon the arrival of the floor warden he/she shall open the binder, and begin taking roll, a whistle is provided to alert personnel to your location. Upon arrival of the fire department command personnel, provide them with a copy and status of your roll call, and any missing persons.

At each exit there shall be a binder with the following equipment:

1. A personnel roster of City Hall employees assigned to the specific floor.
2. Pens/pencils
3. A whistle to alert personnel to the location of the accountability site.
4. Instructions for team leader/floor warden

FLOOR WARDENS:

UPPER FLOOR: **BLAINE OBORN** alts: (1) Emma House; (2) Liflor Barrera
LOWER FLOOR: **DAVID KUHL** alts: (1) Steve McCaslin; (2) Ginger Pennington