WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Building Evacuation		Policy # 5.1.6
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.6 BUILDING EVACUATION

A. POLICY

It is the policy of the West Norriton Police Department of safe working environment for all its employees.

B. PURPOSE

The purpose of this directive is to describe the procedure for the safe and efficient evacuation of the employees from the township building in the event of a fire or other emergency.

C. CIVILIAN PERSONNEL

1. Upon the sounding of the fire alarm all administrative civilian personnel will:

   a. If working on computer, get out of program by returning to main menu, exit program and turn off power.
   b. Power down main frame and turn off.
   c. Collect computer backup tapes and remove same from building.
   d. Gather personal items (coats, purses, etc.) and proceed to the nearest exit in a calm, orderly manner.
   e. Once outside employees will proceed to the flag pole located in front of the building.
   f. Employees will remain at this location until everyone is accounted for or until the building is clear for safe return.

2. Clerk/Dispatcher - Upon activation of alarm, the dispatcher will:

   a. Sound the alarm.
   b. Notify all patrol vehicles by radio.
   c. Notify all highway and ambulance units by radio.
   d. Notify Fire Marshall
   e. Set the alarm system so all doors are unlocked.
   f. Stay at post until relieved or ordered out of the building.
   g. If ordered out, proceed through the nearest safe exit to the gathering point.

3. Prisoners - Upon being notified by the dispatcher of an alarm, all patrol units will return to the station.

a. Officers will remove prisoners from detention area using current operational procedures.
b. Upon being secured, prisoners will be led from the building and placed in a marked patrol unit at the rear of the building.
c. Vehicle will be moved from vicinity of building to the police parking lot.
d. At least one officer will remain with the prisoner at all times until building is clear for returning prisoner to cell or decision by Administration personnel to transport to either County or neighboring community holding facility.

4. Sworn Personnel - The officers not assigned to prisoner watch detail will:

   a. Evacuate the building immediately and assume normal duties during fire calls.
   b. Establish a perimeter and control all pedestrian/vehicular traffic from entering the operational area. This function should be turned over to fire police as soon as they are available so officers can perform their normal duties.
   c. One officer will be assigned to dispatch area and assist or relieve the civilian dispatcher during the emergency.

5. Re-entering Building - No personnel will re-enter the building until:

   a. All clear has been given;
   b. Authorized by the Fire Chief to perform a specific function. In the even of such an occurrence, the person must report his/her entry and exit.

6. Emergency Exits are clearly marked by overhead signs. In the police wing of the building, there are three exits to the outside, in the following locations:

   a. South side - officers door
   b. East side - administration door
   c. North side - public entrance

7. Fire Alarm pull boxes are located as follows, in the police wing:

   a. Public waiting room - north side
   b. Officers hallway by Processing room - south side
   c. Vestibule (police administration exit) - east side
   d. Fire Extinguisher locations
   e. Dispatch office
   f. Administration kitchen
   g. Hallway by east door
   h. Hallway by west door
   i. Officers south exit door
   j. Officers work area
   k. Evidence process area
   l. ERU room
   m. Locker room