

# City of Topeka Policy

## Emergency Evacuation Plan Fire, Hazardous Chemical, Spill, Etc.

### EMERGENCY EVACUATION PLAN FIRE, HAZARDOUS CHEMICAL SPILL, ETC. POLICY

**Purpose:** To establish a policy on the evacuation plan for fire, hazardous chemical spill, etc.

**Applicability:** To all city employees.

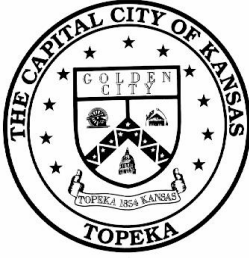
**Effective Date:** March 1, 2006

#### 1. DEFINITIONS

- A. Safety Captains – employees selected to assist employees and customers with the proper procedures of evacuation.
- B. Senior staff member – the highest-ranking employee on site.

#### 2. PROCEDURE

- A. Notify all personnel that an incident has occurred necessitating emergency evacuation. (*Examples might be through pulling a Fire Alarm system, via an intercom system, bullhorn, paging system, etc* Make sure all alarms and/or notification systems alert all employees) If special TTY devices are needed, contact Human Relations or Facility Operations for information.
- B. Call **911** to notify the proper authorities of the situation. (fire, chemical spill, etc.)
- C. Exit the building by the nearest marked exit. Do not use cell phones, portable phones or two-way radios inside or near your site during an evacuation!! Do not use elevators! Close all doors to contain a fire. Do not handle any suspicious objects or packages.
  - 1. Safety Captains will assist employees and customers who may require special assistance.
  - 2. If time permits, the senior staff member or designated Safety Captains will perform a final walk-through of the building to assure all personnel have safely evacuated the facility.
- D. Upon exiting the building, all personnel will proceed directly to a specific location identified in the Evacuation Procedural Policy for a particular site or



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facility. This site will serve as the central locating area. Make sure that personnel will not block emergency responders.

- E. The senior staff member will then conduct a head count to assure all personnel are accounted for. Should there be personnel unaccounted for; the senior staff member will notify emergency responders of a potential rescue situation.
- F. All staff members will remain in the central locating area until emergency responders relocate them to another area, or notify that the evacuation emergency incident has ended, and that safe building re-entry is allowable.
- G. If staff members have been exposed to biological, chemical, nuclear, or other contaminant, evacuate them to an isolated area and contain them there. Do not send them to the hospital. Call Emergency Responders to the scene so the potential victims can be decontaminated before being transported to the hospital.
- H. Refer all media inquiries to the Public Information Officer or the City Manager.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO FIRE, HAZARDOUS CHEMICALS, ETC.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006