

City of Topeka Policy

Emergency Evacuation Plan Malicious Intruder/Lockdown

EMERGENCY EVACUATION PLAN MALICIOUS INTRUDER/ LOCKDOWN POLICY

Purpose: To establish a policy on the evacuation plan for a malicious intruder/lockdown.

Applicability: To all city employees.

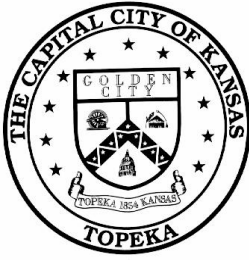
Effective Date: March 1, 2006

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 involving a malicious intruder. Be specific about the location of the intruder. *(Examples might be through pulling a Malicious Intruder 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. Remain calm. Close and lock/barricade all interior doors immediately. Without making noise or drawing attention to yourself, place as many rooms/barriers between you and the intruder as possible. Get inside closets and lock them from the inside. Hide under a desk if no other shelter is available.
- C. Call **911** to notify the proper authorities of the situation.
 - 1. Safety Captains will assist employees and customers who may require special assistance.
 - 2. If conditions permit, the senior staff member *or* designated Safety Captains will perform a final walk-through of the area to assure all personnel have safely locked down.
- D. Do not come out from hiding until told to do so by Emergency Responders or a supervisor. The notification that the area is safe will be for a Law Enforcement



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Officer and an Office staff member to read the names of the office employees from an updated office roster.

- E. If the location of the intruder is known and you can safely and quietly do so, exit the building via the safest route. Do not use elevators! Take your keys and purse. You may not be allowed back in the building for a lengthy period of time and may need these items.
- F. When leaving the building, follow all orders from emergency personnel. Law Enforcement may not be able to tell who is the perpetrator and who are the employees. As a result, you may feel you are being treated as the perpetrator in some cases as you leave the building. This is necessary to assure the perpetrator does not escape by posing as a legitimate employee.
- G. Upon exiting the building, all personnel will proceed directly to a specific location identified in the Evacuation Procedural Policy for a particular site or facility. This site will serve as the central locating area. Make sure that personnel in secure areas will not block emergency responders.
- H. 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. Do not leave this site (e.g. Don't go home.)
- I. Do not return to the building until told to do so by an Emergency Responder or your supervisor.
- J. Refer all media questions to the Police Public Information Officer or the City Manager.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO MALICIOUS INTRUDER EVACUATIONS.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006