

Hamden Police Department

General Orders

Policy Number: 004-010

Effective Date: June 13, 2013

Section: General Management

Rescinds: No Original

Title: Emergency Evacuation Procedures

Approved By: Police Commission

Approval Date: June 12, 2013

Purpose

To establish procedures for evacuation of Police Headquarters and staff responsibilities in emergency situations including fire, bomb threats and emergency evacuation.

Policy

The policy of the Hamden Police Department is to ensure the safety of individuals, and to ensure the orderly evacuation of Police Headquarters in the event of an emergency.

Definitions

Full Evacuation: Means the immediate exit of all occupants from the building upon the signal of a fire alarm or bomb threat.

Partial Evacuation: The immediate exit of all occupants from within a specified location within the building at the direction of the Headquarters Supervisor or Incident Commander.

Incident Commander: The officer so designated by the Fire Department for fires and chemical spills and by the Police Department for criminal events.

Occupants: All individuals within a building, including employees, visitors and others.

Safe Zone: The area outside Police Headquarters designated as the place where building occupants shall proceed during a drill or emergency event to await verification of evacuation. Freedom Park located on the southwest corner of Dixwell Ave and Whitney Ave across the street from Police Headquarters is the designated Safe Zone for personnel evacuating Police Headquarters.

A. Alternates are as follows:

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1. Public Parking lot behind the Brownstone Restaurant
2. Library
3. Parking garage

Responsibilities

- A. All employees are responsible for knowing appropriate emergency information for their work areas. This includes emergency plans; exits, alternate routes of egress, and the location of fire alarm pull stations and external safe zones.
- B. Always follow posted "Exit" signage to safely evacuate the building.

Building Features

- A. Police Headquarters is provided with a fire alarm system. The alarm is monitored 24 hours a day, 7 days a week by Central Communications.
- B. The alarm system can be activated manually at pull stations located throughout the building.
- C. Automatic activation of the fire alarm system can be initiated by one or more of the following device: smoke detectors, heat detectors or sprinkler systems.
- D. The most important building features are the primary and alternate egress paths. Follow the Exit signs, which always direct you to the stairwell or to the exterior of any building. An Emergency Exit window is located on the second floor in the Street Interdiction Bureau.

Alarm Activation

- A. The fire alarm warning system shall be utilized only when a complete evacuation of Police Headquarters is required in the presence of flame, smoke or explosive gas odor. All occupants shall immediately evacuate Police Headquarters at the sound of an alarm and go to designated external assembly areas.
- B. When a partial evacuation is ordered by the Headquarters Supervisor or Incident Commander all occupants within the specified portion of the building shall immediately evacuate on the verbal or electronic instruction to do so, and report to their designated

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external safe zone area or a location designated by the Shift Supervisor or Incident Commander.

- C. When evacuating Police Headquarters during an emergency event, elevators shall not be used and stairs shall be utilized as the means of safe exit. Anyone in the elevator's when the alarm sounds shall proceed in the elevator to the ground floor and exit building.

Attempting to Extinguish a Fire

- A. Employees are not required to utilize a portable fire extinguisher in attempt to extinguish a fire. An employee that does attempt to extinguish a fire shall only do so under the following circumstances:
1. The building alarm has been activated.
 2. The employee has been trained on the operation and use of portable fire extinguisher.
 3. The fire is in the early stage (the approximate size of an office waste basket) or smaller.
 4. In any case where the fire is between the employee(s) and the only emergency exit.

Bomb Threat

- A. If the threat is received directly against this department, the dispatcher or headquarters supervisor will utilize the "bomb check list" to obtain as much information as possible.
- B. If the threat is directed toward Police Headquarters the Shift Supervisor or Incident Commander will determine the validity of threat and what personnel will be evacuated from the building.

Found Device or package

- A. If a suspicious package or device is located on our property the surrounding area should be evacuated:
1. Leave the package or device alone.
 2. Note its location and description.
 3. Notify bomb squad immediately
 4. Direct personnel away from the package or device.

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- B. If the device is blocking escape have the personnel shelter in place and get behind furniture or other strong material directly between the bomb location and themselves.

Return to Work

- A. Evacuated employees shall remain in their designated safe zones until they are instructed to re-enter the building by the Shift Supervisor or Incident Commander.

Evacuation Drills

- A. The Professional Standards Bureau is responsible for scheduling and coordinating emergency drills within Police Headquarters with the Hamden Fire Department.
- B. During this drill the building will not be completely evacuated.
- C. Dispatch must be maintained, until the EOC can be activated and assume control.