



CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES

Rolando Luna
CITY MANAGER'S AUTHORIZATION

SECTION

BUILDING EVACUATION POLICY

DATE May, 1996

NUMBER

PURPOSE:

To ensure the safety of all city employees and customers in city buildings in the event of an emergency.

POLICY:

- Any time the Fire Alarm is activated, **everyone** is to leave the building immediately and gather at their designated assembly area in the parking lot.
- In case of an **earthquake**: if there is visible damage to the building, evacuate to assembly area. If there is no visible damage, wait for instructions.
- In case of a **fire**: pull the fire alarm box and evacuate to assembly area.

IN THE EVENT THE FIRE ALARM IS NOT ACTIVATED OR DISABLED:

- The City Manager's Office, in conjunction with either Building Maintenance, the Police Department or the Fire Department, will issue the order to evacuate the building.
- The affected Executive Directors shall be contacted by telephone or via the 8th Floor Warden to evacuate the building. Please do not call the City Manager's Office or Building Maintenance as they will be assessing the situation as quickly as possible and will initiate contact.
- In the event the Executive Director is not available, the Floor Warden will carry out the City Manager's evacuation instructions for their own area.

The current list of City Hall Floor Wardens and alternates is attached to this policy.

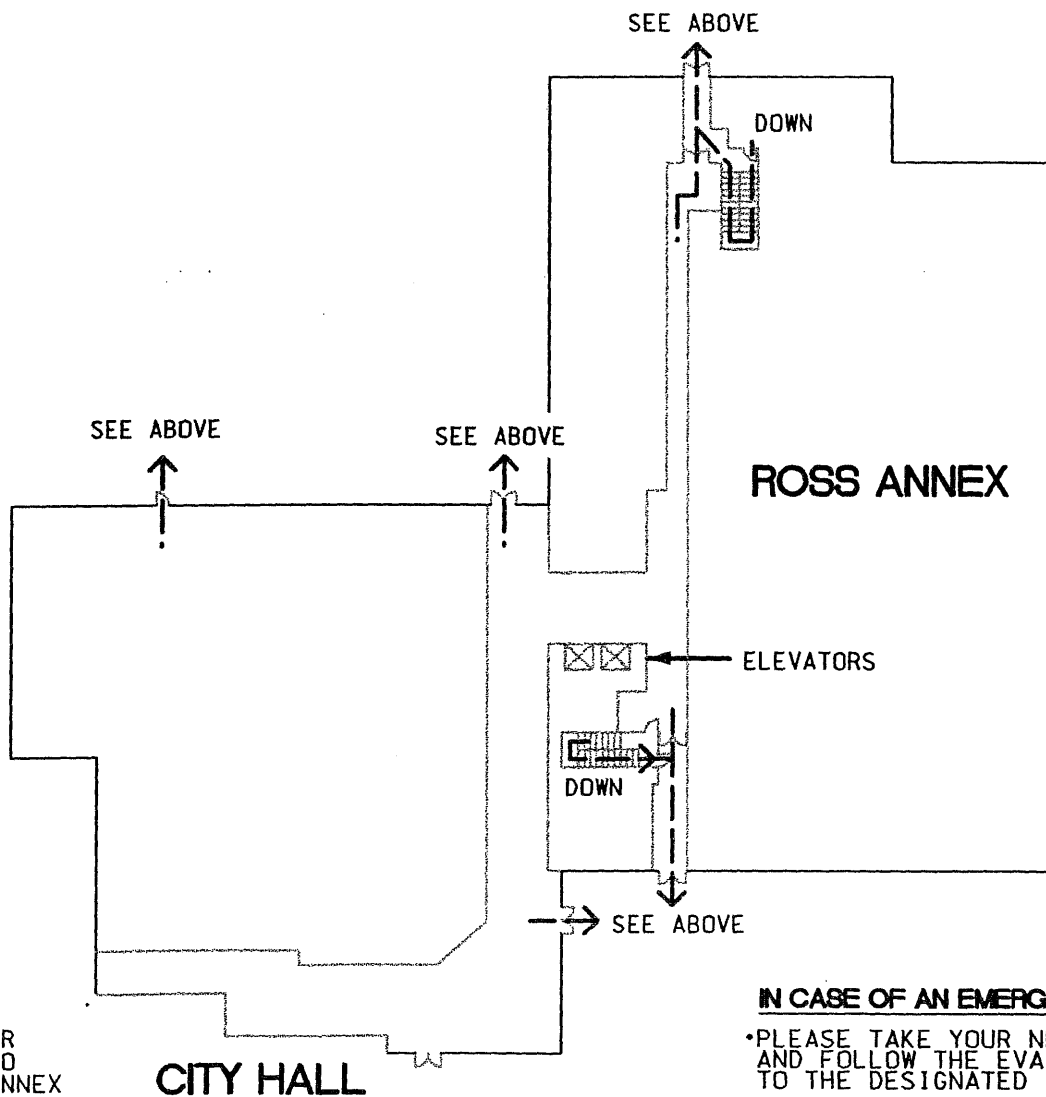
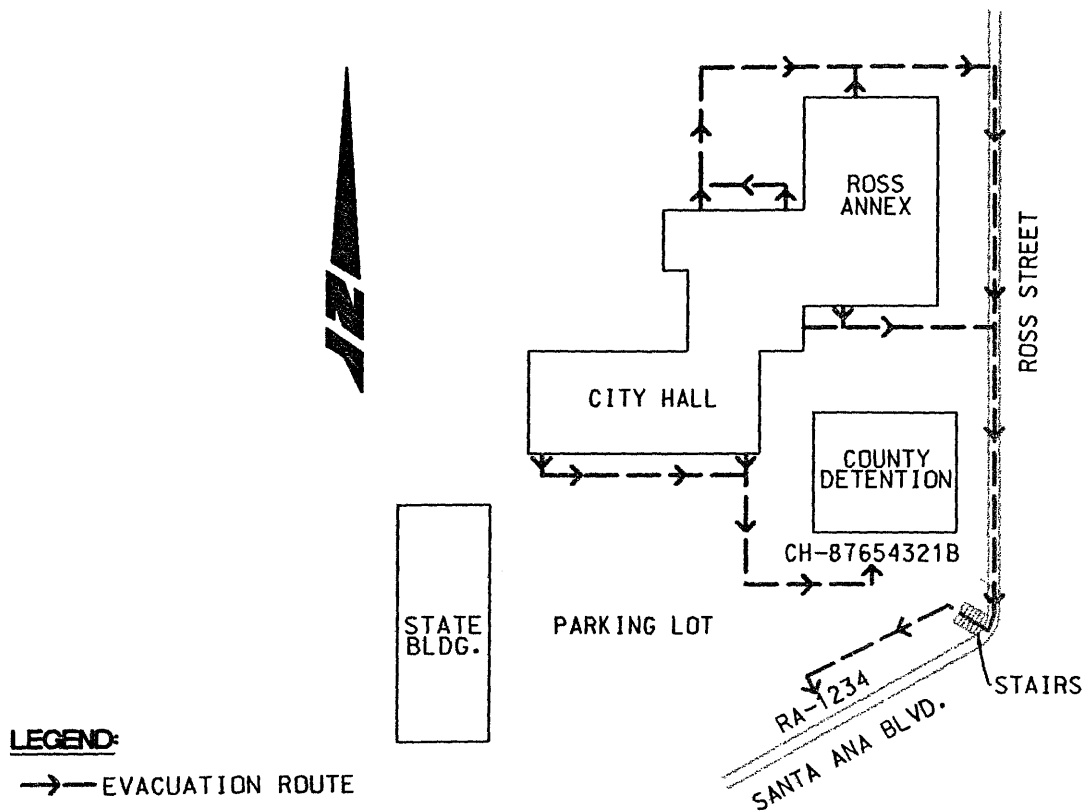
IMPORTANT:

- The evacuation routes are posted at both ends of the floors. Become familiar with them.
- Employees who cannot travel down stairs will remain in the outside landing of the stairway with a Floor Warden or alternate until the Fire Department arrives.
- Before evacuating, quickly gather necessary belongings such as your purse, car keys, etc. You may not be allowed to re-enter the building after evacuation.
- Unlock and close all office doors as you exit your area.
- Walk **calmly, quietly and quickly** to the parking lot and gather in your designated assembly area.
- City Hall is a public building. Employees are responsible for evacuating the public safely.

EMERGENCY EVACUATION PROCEDURE

1. Change into sturdy, comfortable shoes. If there is an earthquake, wait in a safe place until the building stops moving.
2. Do not attempt to put out any fires.
3. Do not move any suspicious objects.
4. Remain calm and assist the public in exiting the building safely.
5. Unlock and close all doors as you exit – this protects both firefighters and city property.
6. Exit the building via the stairs closest to your workstation. DO NOT USE THE ELEVATORS.
7. If smoke is present in the stairwell, use the alternate stairwell to exit.
8. Stay as low as possible under smoke and heat.
9. Before you open a door, check to see if it is hot. If it feels normal, brace your body against the door and open it slightly. Be prepared to slam it shut should smoke or heat start to rush in.
10. Do Not talk while exiting, even during a drill.
11. Move immediately away from the building and walk to Ross Street (see evacuation path of travel).
12. Assemble in the parking lot in front of City Hall adjacent to the stairwell from the corner of Santa Ana Boulevard and Ross Street.
13. Report to designated floor monitor.
14. Wait in the parking lot for instructions from the Fire Department and Building Maintenance.

CITY HALL AND ROSS ANNEX EVACUATION PLAN



DO NOT ENTER
CITY HALL TO
EXIT ROSS ANNEX

IN CASE OF AN EMERGENCY:

PLEASE TAKE YOUR NEAREST EXIT
AND FOLLOW THE EVACUATION ROUTE
TO THE DESIGNATED ASSEMBLY AREA.