

**TOWN OF SWANSBORO**

**GENERAL POLICY NO. 7  
FIRE EMERGENCY POLICY**

The purpose of this policy is to inform all Town of Swansboro employees of the intention of the Town of Swansboro to promote a safety program to be utilized in the event of a fire emergency in any Town building.

Department Heads have been designated as being responsible for all employees in their respective departments as well as buildings or portions of buildings designated for the use of their department in the event of a fire emergency.

All employees must be advised by the Department Head of the location of all evacuation plans posted in each building as well as an explanation of the evacuation procedure. Fire drills must be held on a six month basis for each building. This will include evacuation as well as an update on the location of all fire extinguishers plus a review of the posted evacuation plans. It shall be the responsibility of Town employees to assist in the evacuation of any persons who are not employed by the Town but who are in the Town building at the time of a fire drill or a fire emergency. Any time a building or portion of a building is not being used, all doors must be locked. This will prevent visitors from subjection to a fire emergency without the availability of a responsible person to assist in the evacuation.

It is the policy of the Town of Swansboro that no employee shall be required to douse fires. Primary consideration is for the safety of all employees and visitors, therefore, evacuation of the building is the foremost factor.

APPROVED BY THE TOWN MANAGER THIS 6TH DAY OF JANUARY, 1995.



William E. Price