



CITY-COUNTY BUILDING EMERGENCY INFORMATION



FIRE REPORTING PROCEDURE

To Report Any Fire: Activate the nearest fire alarm pull station. Immediately call 911 and give as much pertinent information as you are able, such as exact location, injuries, etc.

BOMB THREAT REPORTING PROCEDURE

In the event of a bomb threat in the building, call 911 and give as much pertinent information as you are able.

BUILDING EVACUATION

In the event of a potential emergency situation that requires the building to be evacuated, the building fire alarm system will be activated or a evacuation order will be broadcast over the building public address system. Immediately proceed as follows:

- 1) STAY CALM AT ALL TIMES.
- 2) Secure your department. Lock cash registers, etc.
- 3) If you are the last one leaving an area, be sure everyone has left the area. Leave all lights on.
- 4) DO NOT USE ELEVATORS FOR ANY REASON.
- 5) Proceed to the nearest exit route: _____

6) Alternate route: _____

7) Designated Assistance Area: (for persons with disabilities) _____

8) Upon exiting the building, proceed to your designated assembly area.

Designated Assembly Area: _____

9) The all clear notification will be issued when authorized by emergency personnel.

TORNADO WARNING

In case of a Tornado Warning you are to secure your area, close the doors to all offices that have exterior windows, and proceed to your designated shelter area. **DO NOT LEAVE THE BUILDING.** The all clear notification will be issued over the Building Public Address System.

Designated Shelter Area: _____

SECURITY ALERT

In the event of a Security Alert, immediately lock all entrances into your department and proceed to the exterior wall of your department. Do not unlock or leave your department until instructed to do so over the Building Public Address System.

REPORT ALL SUSPICIOUS ACTIVITIES TO 911 IMMEDIATELY