

Cumberland County Administrative Regulations

Effective Date: November 6, 1997 Regulation No: 19
Revision Date: January 27, 2011 Approved By: Peter Crichton

Subject: Cumberland County Courthouse Emergency Evacuation Plan

I. PURPOSE

The intent of this emergency plan is to provide a safe working environment for Cumberland County employees, and other citizens who visit for services. This plan will include guidelines to evacuate during emergency situations. The sections in this regulation provide a quick reference guide for handling some emergencies. It is not intended to be all encompassing nor is it a substitute for common sense and due diligence where safety and security are concerned.

II. POLICY

This regulation provides the framework for employees to use in an event of an emergency, natural disaster, or man-made incident. At no time should anyone put themselves in a situation which may result in injury or the loss of life.

III. REPORTING PROCEDURES

In the event of an emergency or disaster requiring alerting emergency personnel, notify the following:

- A. State Security at 822-4170
- B. Fire Department (911)
- C. Activate the Fire Alarm system by means of a "Pull Station" located near each exit of the building.
- D. Activate the duress button should you have one at your workstation.

IV. EVACUATION

- A. Evacuate anyone in the immediate area and/or those in need of assistance by means of the nearest exit. Employees should become familiar with these exits.
- B. Exit your office last person to leave should close but **DO NOT LOCK** the door.
- C. Once outside of the building, proceed immediately to the **county garage in the portion used by Portland Police Department**. It is on the farthest end of the garage away from the courthouse.

- D. Staff persons will assist in the evacuation of the facility by directing visitors or people they are working with to the nearest exit.
- E. In the event that a visitor refuses to leave the building during an alarm sounding, Staff should not physically encourage the person to leave. These situations should be reported to State Security as soon as possible so it can be dealt with.
- F. Do not open doors which are hot or which have venting smoke.
- G. If you are surrounded by smoke, get on your hands and knees and crawl to an exit. You'll inhale less smoke near the floor.
- H. Once you are outside the building, **NEVER** re-enter the building for any reason and proceed to the county garage.
- I. When you hear the alarm system activate, your immediate concern should be to evacuate the building. Do not question the alarm as to whether or not it is real or false. **All alarms are to be considered "real" until advised otherwise by the Fire Department.**
- J. Employees should **NOT** use fire extinguishers unless properly trained. Training will be provided only to designated employees on an individual basis.

V. DEPARTMENT SUPERVISOR/MANAGER PROCEDURES

- A. Any emergency or disaster requires the department head, or designated person, to notify State Security at 822-4170 and to call the Fire Department (911).
- B. Once outside the building, all employees should proceed immediately to the **County garage in the portion used by Portland Police Department**. It is on the farthest end of the garage away from the courthouse.
- C. The department head or designated person will take a roll call and ensure everyone is accounted for. If there is someone missing, recheck with other department members to verify their last known whereabouts and then report the missing person and last known location to Security or the Facilities Supervisor or Facilities Manager when he/she comes to your meeting location. Do not try to find the Facilities Supervisor or Manager to report. Stay at your meeting location.

VI. TRAINING

- A. All employees will receive a copy of the emergency evacuation plan from Human Resources during new employee orientation and will be responsible to answer any questions from employees as needed.
- B. Emergency evacuation exercises (fire drills) will be conducted annually.

- C. All employees will receive a copy of the emergency evacuation plan. Should evacuation routes or responsibilities change, all employees will receive a revised copy of these changes.

VII. EMERGENCY ALARM SYSTEM

The fire alarm system will use a distinctive signal and comply with the requirements in 29CFR1910.16.5


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County Manager