



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

GENERAL ORDER 69
EFFECTIVE DATE: 12/2010
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I.D. NUMBER:

Chief of Police

EMERGENCY OPERATIONS/EVACUATIONS

A. POLICY

It is the department's policy to consider employee and citizen safety as the most important priority in the event of any work site emergency. The purpose of this Procedure is to provide a general organizational scheme for responding to common emergencies in the building and establish particular guidelines for all employees to follow.

B. EMERGENCY ORGANIZATION

In the event of an on-site emergency, employees are expected to take responsibility for at least one of three general functions:

C. GUIDELINES FOR COMMON EMERGENCIES

1. Medical Emergencies. In the event of emergency:
 - .1 Stay calm and gather the information.
 - .2 Call the Communications/Dispatch Center for assistance
 - .3 Slowly give your name, location in the building and your extension number.
 - .4 Describe the emergency situation. Do not hang up until the dispatcher terminates the call.
 - .5 Advise fellow employees of the emergency and ask for assistance.
 - .6 Assign other employees or guide emergency responders to the location.
 - .7 If needed, administer CPR or first aid to the extent that you are qualified to do so.
 - .8 Dispatchers are expected to summon appropriate medical responders (fire and ambulance) and dispatch a sworn officer to the site if one is not already there.
2. Fire
 - .1 If you discover a fire, leave the room, shut but do not lock the door and go to a safe place to report it to the Communications Center
 - .2 Remain calm and identify yourself. State your name and location.
 - .3 Give the location and nature of the fire emergency. Answer the questions the dispatcher or operator asks you as directly and completely as possible. Do not hang up until the dispatcher terminates the call.

- .4 Warn others in the immediate area. Notify your fellow employees.
- .5 If appropriate, activate one of the manual fire alarms located nearest the site of the emergency. Our fire alarm is internal to our building and generally signals all employees to evacuate.
- .6 After you have called for assistance, if the fire is still very small (no larger than a wastebasket), and you know how to use a fire extinguisher and have one nearby, you may choose to try to extinguish the fire. Always keep your back to an exit. If the extinguisher quits and the fire was not completely out, evacuate immediately. Dry chemical fire extinguishers are located at strategic points around the building.
- .7 Walk to the nearest emergency exit, closing but not locking all doors as you go.
- .8 Keep clear of emergency vehicles and wait for further instructions.
- .9 Evacuation Procedures
 - .02 Non-business Hours (6:00 p.m. to 6:00 a.m.).
 - .001 During non-business hours, the entire building may be evacuated when the fire alarm is activated.
 - .002 Employees need not wait for specific evacuation announcements.
 - .003 Employees working after normal business hours will predesignate an area to meet.
 - .04 Personnel will return to the building when the emergency is resolved and re-entry is authorized by the on-duty supervisor or Watch Commander.

4. Earthquakes

- .1 As soon as you are aware of a strong earthquake duck and cover. Drop to the floor and take shelter under a desk, table or other sturdy object and protect your head.
- .2 Keep at least 15 feet away from the windows and face the other way to avoid flying glass.
- .3 Stay clear of tall objects that may tilt and topple over.
- .4 Once the initial shocks have subsided, stay under cover. Severe aftershocks may cause more damage since initial shocks may have weakened many structures. If you are inside, stay inside.
- .5 Do not evacuate the building unless you are instructed to do so by emergency personnel.
- .6 Check among fellow workers to see if any are injured. Render first aid as needed. Only move injured persons if they are in danger of further injury. Follow procedure for reporting medical emergencies as outlined in C.1.
- .7 Do a check for hazards that may have been caused by the quake. Fires, fire hazards, damaged electrical equipment and wiring need immediate attention. Turn off and disconnect power and switches if it is safe to do so.
- .8 Open any building and cabinet doors cautiously. There may be debris resting against them which could then fall on you.
- .9 Do not use elevators until their operation has been checked and approved.

.10 Use telephones for emergency purposes only.

5. Bomb Threat

D. TRAINING/EQUIPMENT

1. All Police Department executives, managers and supervisors are responsible for seeing that employees are familiar with emergency guidelines, building exits and evacuation procedures.

.1 Departmental supervisors will discuss these emergency procedures with their work units and conduct planning sessions to prepare employees for specific emergency scenarios.

.2 Employee concerns that cannot be resolved within these guidelines will be forwarded to the Executive Staff for resolution.

2. Emergency Equipment

.1 Each general work area will be equipped with appropriate emergency equipment.

.2 Minimum emergency equipment will consist of:

.01 Standard First Aid Kit

.02 Emergency Equipment

.001 Flash lights

.002 D-Cell batteries

.003 Plastic sheeting

.004 Duct tape

.005 Utility knife

.006 Rescue tool (pry bar)

.007 Ice packs in refrigerators