Station Order 17-040: Critical Files, Keys and Equipment for Evacuation

The following station files, keys, and equipment are considered critical to this station's operation, and they should be removed from the facility should an evacuation be required. The listed items are the very minimum and the most critical that should be removed if time is of the essence. No priority has been assigned to these items because, depending on the evacuation scenario, you may or may not be able to get them.

JAIL

- **Jailer Gate Book** - The Gate Book is located on the jailer's desk.
- **In-custody files** - In-custody files are kept in the trays on the counter in front of the jailer's desk.

WATCH SERGEANT'S OFFICE

- **Watch Sergeant Key Block -** The Watch Sergeant key block is located in the top drawer on the right-hand side of the Watch Sergeant's desk.
- **Armory Key Block -** The Armory key block is on the north wall of the office, on a hook above the portable radios.
- **Evidence Key Block -** The Evidence key block is located in the top drawer on the right-hand side of the Watch Sergeant's desk.
- **Unprocessed Reports -** Unprocessed reports are in the metal trays located on top of the Watch Sergeant's desk.
- **Evidence Ledger -** The Evidence ledger is located on top of the file cabinet adjacent to the north doorway.

WATCH COMMANDER'S OFFICE

- **Watch Commander Key Block -** The Watch Commander key block is kept in the center drawer of the Watch Commander's desk.

- **Evidence Ledger (Safe) -** The Evidence Ledger is kept on the file cabinets along the northeast wall.
- **Safe -** Ensure that the safe is locked prior to evacuation.

SECRETARIAT

- **Timekeeper's records -** The Timekeeper's desk is located in the northeast corner of the Secretariat. The records are located in the metal tray on top of the desk.
- **Unprocessed reports -** Any unprocessed reports will be located on the desk of the shift secretary currently on-duty or in the Watch Sergeant's office.

COMPUTER SYSTEMS ADMINISTRATOR'S OFFICE

- **SERVER BLADES -** There are two server blades (1-WAL-01 and 1-WAL-02) that are located in a metal stand to the right of the door. There is one power button on each server, labeled #3 and #4 respectively, that will shut down the servers. After the power has been turned off, pull each server blade out of the stand