Station Evacuation Plan

PURPOSE OF ORDER:

To establish procedures for the evacuation of the station under emergency conditions.

Altadena Station is manned twenty-four hours a day, seven days a week. In the absence of the Building Emergency Coordinator (BEC), the on-duty watch sergeant, or in his absence, the watch deputy, shall resume emergency evacuation responsibilities.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

EVACUATION PROCEDURES

The facility evacuation plan is to be implemented when it becomes necessary to evacuate the facility due to an emergency which threatens human health and safety. The signal for evacuation should be given by the individual assigned as the BEC. Evacuations should always be carried out so that employees are not exposed to the emergency situation. Evacuations may be necessary to prevent personal injury because of explosions, fires, large spills, toxic gas release, and severe weather or bomb threats.

Whenever there is an imminent or actual emergency situation within the facility requiring evacuation of the premises, the BEC or a designated alternate will immediately:

- Notify all building occupants by paging the emergency over intercom (or by other alternative means available). This could be by voice, by telephone or broadcasting, utilizing Sheriff's Radio system. Announce the nature of the hazard and locations to avoid during evacuation.

- When evacuating, take the shortest route out of the facility and do not go near the emergency area.

- All employees, with the exception of designated response personnel, will evacuate the facility to the lower parking lot and muster near the Locker Room Building. If evacuation of the Locker Room Building is necessary, personnel will report to the station.

Evacuation route diagrams, along with exit signs, are mounted at key locations throughout the facility. The diagrams are easy to read and they identify the location of where you are in the facility, clearly showing the nearest exits. A roll call will be conducted by the watch deputy, or another assigned personnel, of all employees, with the exception of Response Team members. After the role-call the evacuated personnel will be advised where to locate.

PRISONER / INMATE WORKER SECURITY

The safety and security of prisoners and inmate workers is of paramount concern. At this time, Altadena Station jail is not utilized for housing prisoners; however, inmate workers or prisoners temporarily brought to the facility shall be evacuated

to an alternate site, i.e. Fire Station # 11, on El Molino Avenue, just south of

Altadena Station, or the prisoners shall be transported to Crescenta Valley Station.

FIRE FIGHTING AND EVACUATION

In the event evacuation becomes necessary due to fire the watch deputy shall immediately notify Fire Department personnel at Station 11, at **626-797-2104 (during the day) and 626-793-7176 (after business hours)**. The watch deputy shall also notify SCC and the Crescenta Valley Station Desk, via the Sheriff's Radio, of the status of the station.

The watch sergeant or watch deputy, in his / her absence, shall designate personnel to

battle the fire, direct evacuations and direct responding Fire Department personnel to the affected areas of the station. There are two (2) emergency breathing units located in the station. One, in the center of the station, adjacent to the Inmate Worker's Dorm. The second, located in the extreme east end of the station, near the Captain's Office. These units are enshrouded by a yellow cover and are mounted on the wall. **Only personnel wearing these devices will be designated to remain in the station and battle fire**

Firefighting equipment, i.e., fire extinguisher and fire hoses are located throughout the facility. The attached station floor plan indicates the location of all fire related safety equipment.