

## 04-08 Building Evacuation Plan



### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

### DETECTIVE DIVISION

### FRAUD & CYBER CRIMES BUREAU

**Bureau Order Number: 04-08**

**Subject: BUILDING EVACUATION PLAN**

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

### **PURPOSE**

The purpose of this order is to establish guidelines and responsibilities for Bureau personnel in the event that a building evacuation becomes necessary.

### **GUIDELINES - RESPONSIBILITIES**

Should a major disaster occur during a time when the Bureau offices are occupied, the following shall occur:

#### **Ranking Officer**

The ranking officer present will evaluate the situation and may initiate the evacuation of the building, having all members report to a safe location outside. Personnel will be accounted for at this time.

At the direction of the ranking officer and depending upon the amount of damage to the structure, building security may be initiated.

As soon as possible, a report will be made to the Detective Division

Headquarters regarding the level of damage to the Bureau offices or any other significant information.

#### **Team Sergeants**

Team Sergeants are responsible for his or her team and will advise Operations personnel of their status. Team Sergeants will secure all safes, files, and evidence if it is determined that the building is unfit for occupancy.

### **Buildin Emer enc Coordinators**

The Bureau Commander shall designate an Emergency Coordinator for each of the Bureau buildings. The coordinators shall be responsible for:

1. Shutting off all utilities, if appropriate. The coordinators shall become familiar with any utilities at their respective location.
2. Coordinating a survey of the building for structural damage, if relevant.

## **EVACUATION PLAN**

All personnel will exit via the nearest safe door and proceed to the nearest open area free of falling structures and safely away from any other hazards.

The following assignments are designated as of October 20 2020:

Emergency Coordinator for Building M	Operations Sergeant
Operations Sergeant Emergency Coordinator for Building G	Operations Sergeant
Emergency Coordinator for Stevenson Ranch/Lancaster	Fraud Sergeant
Emergency Coordinator for Chatsworth	Identity Theft - North Sergeant
Emergency Coordinator for Tech Operations/Santa Fe Springs	CIC Lieutenant