0017 - BUREAU EVACUATION PLAN

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0017**
Subject:	**BUREAU EVACUATION PLAN**

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

PURPOSE:

The purpose of this bureau order is to provide guidelines for personnel assigned to the Special Victims Bureau concerning emergency evacuation plans.

PROCEDURE:

In the event of an emergency, requiring an evacuation of the facility, an orderly plan needs to occur to ensure employee safety. The following is to be implemented immediately upon an emergency evacuation order given by a supervisor.

EVACUATION PLAN

1. Supervisors are to direct their personnel to immediately evacuate the building quietly and in an orderly fashion.

A. **Employees assigned to STARS Center** are directed to assemble at the southeast corner of the parking lot on Telegraph Road and Colima Road, near the traffic signal.

B. **Employees assigned to the North Team offices** in Lancaster shall evacuate the building using the nearest available exit and assemble in the parking lot located at the southeast parking lot of Avenue J, near the radio communications tower.

2. Supervisors are to ensure that they have gathered their In-Service Sheet in order to take roll-call once personnel are assembled in the parking lot. All personnel present at the time an evacuation order was given must be accounted for to ensure that everyone exited the facility.

3. Prepare to provide security as directed.

4. Prepare to respond to or take action as needed and as determined by an incident commander or

the Emergency Operations Bureau.

5. Prepare for a possible Departmental mobilization and a change of working shifts and reporting times.

A supervisory assessment shall be made concerning the event or incident requiring an evacuation. The highest ranking officer on scene shall assume the role as incident commander until relieved, and he or she shall evaluate immediate needs. A Command Post shall be created and lines of communication established. In many incidents involving a fire, hazardous materials incidents or safety hazards caused by an earthquake, our role will focus mainly on traffic and/or crowd control and/or assisting in rescue and recovery operation as needed or directed.

Operational Plans shall adhere to the Emergency Operations Procedures 2-6 concerning evacuations.

An evacuation drill shall be performed at least once a year and shall be recorded on the attached form. The completed form shall be forwarded to the captain's secretary upon completion.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

EMERGENCY EVACUATION DRILL FORM

OFFICE LOCATION *(Check one)*:

[ ] Headquarters STARS Center

[ ] Lancaster

RATING OF EMERGENCY EVACUATION PRACTICE DRILL *(Check one)*:

[ ] Excellent

[ ] Very Good

[ ] Good*

[ ] Needs Improvement*

***Explain:**

_____

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Rater's Signature:	**Date:**
Supervisor's Signature:	**Date:**