

**City of Seaside
Standard Operating Procedure #74
Evacuation Plan**

I. PURPOSE

The purpose is to establish procedures to be followed in case of fire or smoke, or any emergency that would necessitate the evacuation of a City facility.

It is the policy that life safety always comes first!

II. RESPONSIBILITY

It is the responsibility of all employees to familiarize themselves with the floor plan (including the location of all fire extinguishers), fire prevention plan, and emergency evacuation plan for their assigned work location.

It is the responsibility of all employees to ensure that emergency exits are not blocked and aisles are clear.

Floor plans with emergency escape routes shall be posted in every City facility.

III. CITY HALL EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of City Hall, all personnel are to leave the building using the main exit(s).
5. The last person to leave a room or an area shall close all the doors as they leave.
6. After leaving the building, assemble on the lawn area between City Hall and the Library, staying well away from the buildings.

City of Seaside SOP #74
Evacuation Plan

7. Personnel should assemble by departments to determine if all personnel are accounted for.
8. It is the responsibility of each employee to inform visitors to City Hall that the building is being evacuated and to do their best to ensure the visitors evacuate the building.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

IV. SEASIDE POLICE DEPARTMENT EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of the Police Department (explosion, hazardous material spill or leak, incident of workplace violence), all personnel are to leave the building using the nearest exit. If the nearest exit is blocked, alternative exits are to be used.
5. The Records Technician will notify the Communications Center that the Police Department is being evacuated and to notify the Fire Department.
6. If the alarm has not been activated, alert others in the building verbally and by pulling fire alarm trip switch.
7. If there are any prisoners in custody, the jail will be evacuated following Seaside Police Department Policy #900 *Temporary Holding Facility*.
8. The last person to leave a room or an area shall close all the doors as they leave.
9. After leaving the building, assemble on the lawn area between City Hall and the Library, staying well away from the buildings.
10. Personnel should assemble by departments to determine if all personnel are accounted for.
11. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
12. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
13. It is the responsibility of each employee to inform visitors to City Hall that the building is being evacuated and to do their best to ensure the visitors evacuate the building.
14. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

V. OLDEMEYER CENTER EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of the Center begin evacuation of building using nearest exit door.
5. The last person to leave a room or an area shall close all the doors as they leave.
6. Assist the young, elderly, and handicapped if needed.
7. After leaving the building, assemble in the park behind Oldemeyer Center, staying well away from the buildings.
8. Personnel should assemble by program to determine if all personnel are accounted for.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. Once outside, watch out for and stand clear of emergency vehicles that will be arriving.
12. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

VI. PATTULO POOL EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of the Center, begin evacuation of building using nearest exit door.
5. The last person to leave a room or an area shall close all the doors as they leave.
6. Assist the young, elderly, and handicapped if needed.
7. After leaving the building, assemble in the parking lot, staying well away from the buildings.
8. Personnel should assemble by program to determine if all personnel are accounted for.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. Once outside, watch out for and stand clear of emergency vehicles that will be arriving.
12. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

VII. SOPER COMMUNITY CENTER EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of the Center, begin evacuation of building using nearest exit door.
5. The last person to leave a room or an area shall close all the doors as they leave.
6. Assist the young, elderly, and handicapped if needed.
7. After leaving the building, assemble in the playground area, staying well away from the building.
8. Personnel should assemble by program to determine if all personnel are accounted for.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. Once outside, watch out for and stand clear of emergency vehicles that will be arriving.
12. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

VIII. YOUTH AND EDUCATION CENTER EVACUATION PLAN

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. Sound local alarm on the way to the exit and verbally alert others in building.
4. When the fire alarm is activated, or there is any indication of fire or other emergency that necessitates evacuation of the Center, begin evacuation of building using nearest exit door.
5. The last person to leave a room or an area shall close all the doors as they leave.
6. Assist the young, elderly, and handicapped if needed.
7. After leaving the building, assemble in the parking lot in front of the Youth and Education Center, staying well away from the building.
8. Personnel should assemble by program to determine if all personnel are accounted for.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. Once outside, watch out for and stand clear of emergency vehicles that will be arriving.
12. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

IX. CORPORATION YARD

1. Identify emergency (fire, explosion, hazardous material spill or leak, incident of workplace violence, etc.)
2. Call 9-1-1 and describe emergency. Life safety is always the first priority – call 9-1-1 during or after evacuation if necessary
3. On the way to the exit verbally alert others in building.
4. When there is any indication of fire or other emergency that necessitates evacuation of the Corporation Yard, begin evacuation of building using nearest exit door.
5. The last person to leave a room or an area shall close all the doors as they leave.
6. Assist the young, elderly, and handicapped if needed.
7. After leaving the building, assemble in the yard across the street, staying well away from the buildings.
8. Personnel should assemble by division to determine if all personnel are accounted for.
9. The person with the most direct information regarding the incident should make contact with the first arriving fire and/or police units.
10. If somebody is unaccounted for, notify the first Fire Department unit to arrive.
11. Once outside, watch out for and stand clear of emergency vehicles that will be arriving.
12. All personnel are to stay outside of the building until the “all clear” is given by the Fire or Police Department.

**City of Seaside SOP #74
Evacuation Plan**

X. TRAINING

All City employees shall receive a copy of this evacuation plan when they are hired. This plan will be reviewed annually with staff during fire extinguisher training. All City employees shall be retrained any time this plan is modified or updated.

XI. EVACUATION DRILLS

Evacuation drills shall be scheduled annually.

XII. DOCUMENTS

1. Related Documents: Documents related to this evacuation plan include:

- SOP #72 - Fire Prevention Plan
- SOP #73 – Fire, Smoke, and Fire Extinguisher Procedures
- No Smoking Policy

2. Document Control

The Safety Committee is responsible for maintaining this plan. The plan shall be reviewed annually and revised at the time of any change which would materially alter the plan.

XIII. RECORDS

1. The City shall maintain records that certify that each employee:

- a. Has had initial training in this plan;
- b. Is trained anytime the plan changes; and
- c. Is trained at anytime the employee's work location or responsibilities under the plan changes.

2. These training records will be kept by the Departmental Safety Coordinators in accordance with the City's Injury and Illness Prevention Program record keeping policy.

XIV. REFERENCE

Title 8, Code of California Regulations, §3220, *Emergency Action Plan*.