To ensure the safe evacuation of all persons from the Police Headquarters Building, the Second, Third, and Fourth Precincts, and all other outlying police buildings and facilities in the event of an emergency.

**Policy (CALEA 17.4.2)**

In the event of a fire or other type of disaster, which threatens the safety and physical well being of police personnel, citizens, or detainees and requires their immediate evacuation from the building(s), the following procedure will be implemented.

When personnel are aware of a fire/disaster, a call will immediately be made by voice, telephone, or fire alarm box to warn others within the immediate area. The E911 Emergency Communications Division will be notified of any injuries, location, and additional assistance that may be required.

All personnel and citizens will evacuate by the route described on the emergency evacuation diagram that shall be posted within each section of the building. Personnel should walk towards the nearest exit until they are outside and away from the building. Once outside, individuals will be directed to a designated location so that all persons may be accounted for.

**Precinct/Outlying Police Buildings and Facilities**

When personnel are aware of a fire/disaster within the precinct, a call will immediately be made by voice, telephone, or fire alarm box to warn others within the immediate area. The precinct desk officer (PDO) will immediately request assistance by voice, telephone, or hand-held radio to evacuate the holding facility. The E911 Emergency Communications Division will be notified of any injuries and of any assistance that will be required.

All personnel and citizens will exit the building as described on the emergency evacuation diagram that shall be posted within each section of the precinct(s).

Detainees will be escorted from the building by the safest and most expeditious route as designated on the emergency evacuation diagram.

Once outside the building, an officer(s) will assume or shall be delegated the responsibility for the well being and security of the detainee(s) until relieved by the on-scene supervisor.

The highest ranking on-scene supervisor will assume command and control and account for all personnel and citizens in the building.
Emergency Evacuation Diagrams

An emergency evacuation diagram shall be posted in a conspicuous location within each section of the Police Headquarters Building, precincts, and outlying police buildings and facilities. Commanders shall ensure that all personnel under their command are familiar with this general order and the posted evacuation diagram(s) within their immediate area of concern.

Headquarters First Floor
Headquarters Ground Floor
Headquarters Second Floor
Second Precinct
Third Precinct
Fourth Precinct
Animal Control
Academy Range
Bomb Squad Office
Community Engagement
Creeds Range
Law Enforcement Training Academy (LETA)
Mounted Patrol
SWAT Team Trailer
Special Operations, Forensics, Evidence Storage
Special Operations Helicopter Shop
Special Operations Helicopter Hanger
Special Operations K-9
Headquarters Second Floor
Second Precinct
SWAT Team Trailer
SWAT Team Trailer
Law Enforcement Training Academy (CREEDS)
Special Operations K-9 Facility