

City of Centennial Evacuation Procedures

Directed evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, fire, bomb threat, hazardous material spill or any other emergency situation, as required.

Civic Center Building Personnel

1. The moment an emergency alarm is activated, staff and public need to calmly and orderly stop what they are doing, and begin evacuation procedures. Please close office doors upon leaving.
2. If it is located in an area free from any danger, the designated person needs to collect the departments in/out board, and take the board with them. Designating a person and a back-up person to take the in/out board is the responsibility of each department/division.
3. Leave building immediately, in a calm and orderly manner, using only the exit routes posted on CNet. When evacuating the building, leave by the nearest staircase. **DO NOT** use the elevators unless under police or fire department supervision. Employees may access floor plans on the first page of CNet, and they are posted at various areas around the building for route of quickest exit.
4. One (1) person designated on each floor needs to be the final one to exit the area to direct people out of exits and account that all staff has exited safely. These people should be designated by the CORE Team.
5. Close exit doors as soon as all staff and public are safely out of the building.
6. All staff and public are to report and gather at the emergency/evacuation assembly area, located at the southeast corner of the main parking lot, until emergency officials have assessed the situation and given the “all clear”. Staff and public must not leave the location unless told to do so. Department Director’s need to share with their staff where the assembly area is located, and make sure people know to go to this area during an evacuation. The assembly area location is posted on the first page of CNet.
7. If a disabled occupant is unable to exit the building unassisted, the person aware of the disabled person must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, directly in or in close proximity to an evacuation stairwell.

8. Once all staff is at the emergency/evacuation assembly area, account for all staff by using the in/out board, and report anyone that is missing to emergency officials.

9. **Nobody is to reenter building until told to do so by emergency personnel.**