

The Town of Thomaston Evacuation Policy

Applicable to the Town Hall

I. Purpose

To establish procedures and responsibilities that will be implemented in the event of an evacuation of the Town Hall Building due to fire or any other emergency situation.

II. Procedure

Every room in the Town Hall has an evacuation diagram which should be followed in the event of an evacuation. Should there be the need for an evacuation the Fire Alarm will be sounded and you should leave your office in a calm and orderly fashion in the route designated by the diagram in your office. The door to your office should be closed behind you but **NOT LOCKED**. The metal fire doors in the hallways **MUST** be closed. The Tax Office, WPCA and the Treasurer's Office should close and lock their safe.

In the event of a bomb threat or a gas leak in which the alarm cannot be used the dispatcher on duty will notify the floor captains. The floor captains will each be provided with a roster of names for their floor and will be responsible to notify each person and see that they are out of the building. A copy of the roster and list of floor captains is attached. A secondary floor captain has been designated for each floor for purposes of vacations and other absences.

The Level 3 floor captain will be responsible for checking Level 1 and assisting in the evacuation of that level.

The Dispatcher has been designated as the floor captain of Level 2. The Dispatcher will be provided with a current Roster at all times. The Dispatcher will be responsible to notify the Inmate Supervisor of the evacuation. The Inmate Supervisor will be responsible for the evacuation of the inmates in his charge.

The level 6 floor captain will be responsible for ensuring that anyone in the Historical Society Room is alerted to the situation.

Any floor captain who sees the building custodian should alert him/her of the situation.

The Dispatcher will notify the Opera House in the event of an evacuation and it will be evacuated in accordance to the evacuation procedure established with the police department.

Elevators should **NOT** be used during an evacuation.

Evacuation drills will be conducted three (3) times annually.

In the event of an after hours emergency the Emergency Personal on scene will handle the building evacuation.