

VILLAGE OF RYE BROOK

EMERGENCY EVACUATION PLAN



POLICY

The policy of the Village of Rye Brook is that every employee's primary responsibility is to safely evacuate the building in case of an emergency, such as fire, chemical spill, noxious fumes, natural gas leak, natural disaster, etc. No employee is expected to contain any form of fire or emergency. This is the responsibility of trained professional emergency personnel.

PROCEDURE:

**EMPLOYEES ARE NOT RESPONSIBLE FOR NOTIFICATION OF EMERGENCY PERSONNEL.
EMERGENCY PERSONNEL WILL BE NOTIFIED BY THE POLICE DESK OR AN ALARM
COMPANY**

- When the fire alarm sounds, stop whatever you are doing and calmly exit the building, shutting all doors behind you. **THE ELEVATOR SHOULD NOT BE USED.**
- In case of an emergency or fire, the primary objective is the prompt and safe evacuation of all persons in the building. If you feel capable of extinguishing a fire by use of a hand extinguisher, you may attempt to extinguish the fire. However, please keep in mind that your personal safety through safe evacuation is the primary concern.
- Evacuation from the main floor or upper floor should be via the exit or exit stairwell nearest to your location, unless there is smoke or fire present at the exit or in the exit stairwell, or if otherwise directed by emergency personnel. If smoke or fire is present, proceed to the next nearest clear exit or exit stairwell.
THE ELEVATOR SHOULD NOT BE USED.

Evacuation should be via the closest exit in which there is no evidence of fire or smoke unless otherwise directed by emergency personnel.

Employees should make every effort to be aware of their coworkers and visitors to Village Hall who may be in need of assistance in the event of an emergency. This can include individuals confined to a wheelchair, those who are hearing or visually impaired, senior citizens, those with a medical condition, persons who are pregnant or with small children, etc. Should any person require assistance notify a supervisor as soon as possible.

It shall be the responsibility of the Fire Inspector, Village Engineer, and Village Administrator to ensure all areas of the building except the Police Department have been evacuated, including bathrooms, meeting rooms, stairwells, basements, storage areas, etc. If an alarm is activated during an evening committee meeting, the staff liaison at the committee meeting shall be responsible to ensure that all members of the committee and public present that evening are evacuated.

It shall be the responsibility of the Police Chief or the next highest ranking officer currently available to ensure all areas of the Police Department have been evacuated, including offices, bathrooms, locker rooms, meeting rooms, kitchen, stairwells, storage areas, etc.

All persons are to congregate away from the building near the **memorial garden** to the south side of Village Hall, unless otherwise directed by supervisory or emergency personnel. Your direct supervisor should be made aware of any individual(s) known to have been on the premises and not accounted for as soon as possible, and this shall be immediately reported by that supervisor to the nearest responsible emergency personnel.

Re-entry into the building following evacuation shall not take place until after the public safety department responding to the problem has given clearance.

Police Department

All sworn personnel (unless required to assist with a building evacuation) and civilians are to immediately exit police headquarters and are to congregate away from the building near the **memorial garden**.

Desk Sergeant/Officer Responsibilities

Unless the structure itself is in danger the desk sergeant/officer should remain on his/her post at the desk and do the following:

- Immediately notify the fire department;
- Notify the on-duty supervisor who should respond to headquarters;

Note:

If no supervisor is on duty, the desk officer should notify the Lieutenant and/or Chief of Police. It is not necessary for the Lieutenant and/or Chief of Police to respond to headquarters unless there is a fire;

- Detail a post car to headquarters;

Prisoners are not to be removed from the building unless the structure itself is in danger. If this danger exists, the prisoners are to be removed from the building through the nearest available exit preferably the rear exit nearest to the holding cells.

Prisoners may be temporarily held in a police vehicle equipped with a prisoner screen. All prisoners must be handcuffed while being held away from headquarters.

If the evacuation of headquarters will be for an extended period of time, arrangements shall be made to have any prisoners held in the holding facility of a neighboring police department.

Note: If a prisoner is being held on minor charges, the prisoner should be released on bail or on their own recognizance.

Village of Rye Brook Emergency Evacuation Plan effective February 1, 2008
(*March 1, 2008 for members of the Rye Brook Police Department*).