Civic Center Complex Response - Communications Room Evacuation Plan

335.1 PROCEDURE

Communications personnel will follow the, "Civic Center Facility Evacuation Plan", procedure. Additions to that order specific to Communications are detailed below:

Prior to evacuating the building, if possible, radio and telephone lines should be checked to see what is operational.

If it is decided that an evacuation of the communications center will occur, the following guidelines will be followed:

• The Orange County Sheriff's Department should be notified to accept our 9-1-1 calls.
• Immediately leave the building by the nearest exit, taking the earthquake/evacuation kit, portable radios, Text-to-911 iPad, and cell phone if possible. Use the stairs to exit. Do not use the elevator.
• If a fire exists in the room you are in, leave at once and close the door.
• Close other open doors as you are exiting.

Once safely outside, go to the nearest designated meeting area. These areas are intentionally located away from the building:

• North end of the child care center parking lot;
• Sidewalk area at the corner of Alton and Harvard.

Do not leave the designated meeting areas or re-enter the building until an "all clear" signal is given.