

5.5.10 Building Evacuation

(a) Policy

This policy establishes the emergency evacuation procedures to be used by all California Correctional Health Care Services (CCHCS) headquarters (HQ) facilities staff and all staff who occupy office space in any CCHCS leased location, and describes the obligations for all staff when evacuating an HQ building. It is the responsibility of all staff to be knowledgeable of their designated evacuation location and for all supervisors/managers to have an updated Supervisor's Evacuation Roster form completed and available at all times which is located at the following link:

<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/BusinessContinuity/Pages/Home.aspx> under the "HQ Emergency Preparedness" tab.

(b) Applicability

This policy applies to all CCHCS headquarters staff and all staff that occupy office space in any CCHCS leased location.

(c) Procedure

(1) Building Evacuation

- (A) Upon notification of a building evacuation, all staff shall safely and expeditiously evacuate the building using the nearest exit, report to their designated evacuation location, and follow directions given by the Zone Warden.
- (B) Elevator use is prohibited. Staff shall use the nearest safe stairway to reach the ground level to exit the building.
- (C) Staff requiring assistance to evacuate shall be assisted to the nearest safe outer stairway by an assigned Disabled Persons Monitor.
 - 1. Any staff requiring assistance and unable to proceed down the stairway shall wait by the safest stairway in their area until the Disabled Persons Monitor arrives to assist them down. If the staff member cannot navigate the stairs, both the staff member and the Disabled Persons Monitor shall wait for emergency responders (e.g., fire department) to assist.
 - 2. Any staff member who requires assistance shall complete a Request for Emergency Evacuation Assistance form which can be found at the following link: <http://lifeline/PolicyandAdministration/BusinessServices/Facilities/BusinessContinuity/Pages/Home.aspx> under the "HQ Emergency Preparedness" tab and submit to their supervisor/manager as soon as the need is identified. The supervisor/manager shall submit a copy via email to the Business Continuity Unit (BCU) at BusinessContinuityOffice@cdcr.ca.gov.
- (D) Supervisors/managers shall bring their Supervisor's Evacuation Roster with them upon evacuation to account for their staff's whereabouts. Supervisors/managers shall appoint a back-up to be responsible for their rosters should they not be in the office.
- (E) All visitors shall stay with the unit they are visiting and exit with that unit to the designated evacuation location. The Visitors Sign-In sheet shall be collected by the security staff and brought to the Building Coordinator to ensure all visitors are accounted for.
- (F) If staff are in another building or unit when an evacuation occurs, they shall evacuate with the unit closest to them and notify the Zone Warden that they are from another building or unit. The Zone Warden shall communicate with the Building Coordinator to ensure staff are accounted for.
- (G) Upon arrival at the designated evacuation location, supervisors/managers shall perform a roll call to ensure all staff on their Supervisor's Evacuation Rosters are accounted for.
 - 1. If a supervisor/manager has staff that are unaccounted for, he/she shall notify the Zone Warden immediately. The Zone Warden shall notify the BCU which shall notify emergency responders.
- (H) Zone Wardens shall collect all Supervisor's Evacuation Rosters from supervisors/managers once outside at their assigned evacuation locations.
- (I) Once the Zone Wardens receive all Supervisor Evacuation Rosters, each Zone Warden shall notify the Building Coordinator.
- (J) All CCHCS HQ staff shall remain in the designated evacuation location until notified by the Building Coordinator or emergency responders that they may safely re-enter the building.

(2) Evacuation Follow-Up

- (A) Immediately following the completion of a building evacuation, a meeting shall take place with the Emergency Response Team (ERT) members to discuss any issues. Each member shall complete an [Emergency Response Team Evacuation Survey](#) provided by the BCU within one week of the evacuation.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

- (B) Building Coordinators shall complete an After Action Report provided by the BCU based on their observations and results of the Emergency Response Team Evacuation Surveys. After Action Reports are used by the BCU to analyze and measure the success of building evacuations and to evaluate progress from subsequent evacuations. After Action Reports are distributed during the bi-monthly meetings to members of the Steering Committee who decide on the priorities and order of business of the BCU.
- (C) The BCU concludes a building evacuation was successful by the following:
1. Staff exited the building safely within five minutes.
 2. All staff were accounted for at the evacuation locations.
- (D) If a building evacuation is unsuccessful, the BCU shall coordinate additional training with the ERT members.

References

- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 1, Article 5, Sections 11050.1 and 52030.4.7
- Business Continuity/Incident Management
<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/BusinessContinuity/Pages/Home.aspx>

Revision History

Effective: 07/2017