



POLICY ON

EMERGENCY EVACUATION PROCEDURES

There may be emergency conditions which will require evacuation of the Town Hall. Activation of the fire alarm will be not only for fire related evacuation but for any other emergency. The following procedures have been developed in case an emergency evacuation is necessary:

1. The fire alarm is a loud blaring horn; if it sounds, evacuate the building immediately, in a safe and orderly fashion.
 - A. The department supervisor, with an appointed back up, will be responsible for seeing that all employees and/or visitors immediately exit through the nearest door.
2. If you see smoke or fire, pull the nearest fire alarm box and immediately exit through the nearest door. The fire alarm pull boxes are located at each exit door.
3. Once outside, gather and stay with other employees in your Department so every one can be accounted for. In absence of the supervisor, a designated backup will take the head count. If an employee is missing, inform a firefighter.

In addition to the procedures above, keep in mind the following rules:

- Ⓢ **Your own safety** is the Town's number one concern, however, if time allows, close all doors and windows and take the appropriate security measures.
- Ⓢ If a fire alarm has sounded, **do not** use the elevators.
- Ⓢ Ground level employees may exit through open windows if necessary.
- Ⓢ **Do not** use exit doors leading to the courtyard as they are locked from the outside and you will not be able to get back in.
- Ⓢ **Do not** congregate close to the building, as emergency equipment will be arriving.

- Ⓢ **Smoke is a major killer!** If you encounter smoke, crawl along the floor to the nearest exit.
- Ⓢ If there are elderly or handicapped visitors in your department, assist them or get help to assist them in exiting the building. If this cannot be done, close the doors to the room, exit the building and immediately notify a fire fighter as to which room the person is in.
- Ⓢ Be sure to familiarize yourself with the location of exit doors and the location of fire extinguishers.
- Ⓢ Never assume the alarm is a practice drill.

TOWN HALL EMPLOYEES EMERGENCY RELOCATION POLICY

In the event that Town Hall Offices are determined to be unfit working conditions (i.e. power outage, loss of heat/air conditioning, safety issues, etc.), employees will be notified by their immediate supervisors. At this time, the employee will be given the option to either take earned or vacation time or report to a designated area that will be set up for training purposes or emergency telephone or work stations. Employees without any accrued leave may take an unpaid leave.

COMMUNITY CULTURAL CENTER

- Assessor's Office
- Inspections & Permits
- Engineering
- Finance Department
- Purchasing
- Registrar of Voters
- Tax Office
- Town Clerk's Office
- Development
- Grants Administration

70 CANTERBURY STREET- Senior Services Offices

- Health and Social Services

PUBLIC SAFETY COMPLEX

- Mayor's Office
- Corporation Counsel
- Town Council
- Human Resources
- Data Processing

Employees whose jobs are not impacted by the office closing, will continue their work as scheduled.