

## COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

<b>Policy No.</b> Section:	<b>2110</b> 2100 – Safety Program	Date Issued: Date Revised:	September 11, 1997 March 24, 2021
SUBJECT:	EMERGENCY EVACUATION CENTER	N OF THE COM	IMUNICATIONS
APPROVED:	<pre><signed copy="" file="" on=""> Dennis Kidd, General Manag</signed></pre>	jer	

- 1.0 An emergency evacuation of the Communications Center may be ordered in the event of any natural or human caused situation that poses an immediate threat to the life and/or physical safety of Center personnel.
  - 1.1 Because timely response is essential to ensuring the staff's safety, evacuation orders will be made by the highest authority who is in the immediate proximity of the situations as follows:
    - 1.1.1 General Manager Acting General Manager Division Manager Coordinator Supervisor Lead Dispatcher
  - 1.2 When the order to evacuate is given, staff are to exit by the safest available route, as directed by the authorizing personnel and standby for further instructions.
  - 1.3 At the earliest moment, the Alternate Site shall be activated as per Policy 7500 *Activation of the Alternate Site*.