



SECTION: RM
TOPIC: EMERG PROC 01
GENERAL
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ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and can strike without warning. An effective response requires good planning, training and testing of emergency plans. Failure of emergency preparation in advance may result in death and injury to personnel, loss or damage to the facilities and a reduction in our ability to serve and protect the public.

In the event of an emergency, all employees must follow the specific emergency procedures outlined in this pamphlet. Also, follow any verbal instructions of emergency staff. Telephone usage during an emergency shall be limited to official use only. Your personal safety is of utmost concern.

If individuals from the general public are in need of assistance during an emergency, employees shall provide direction and guidance for evacuation as required.

The following procedures have been developed on how to report an emergency, what to do and who will assist you.

END OF POLICY