

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL

Chapter 102	Emergency Evacuation Plans	
Date Initially Effective: 01/23/97	By the Order Of: Mark Holtzman, Chief of Police	
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These procedures are created in an effort to make aware, organize, and coordinate the activities of all personnel to ensure their safety and well-being and to provide a plan whereby every employee understands exactly what to do during specific types of emergency evacuations. All employees should familiarize themselves with exit routes from the building, participate in all drills and scenarios, and be knowledgeable of the evacuation procedures outlined in this directive.

102.1.1 FIRE EVACUATION PROCEDURES

For the safety and accountability of all employees, it is vital that any employee of the Greenville Police Department who discovers fire or smoke in the building shall immediately do the following:

1. If the fire alarm has been automatically activated, employees should immediately evacuate the building by using their predetermined exit routes which are posted on each floor of the building. All personnel should report to the parking lot at Sheppard Memorial Library and remain there in order to be accounted for.
2. If the alarm has not been activated, but smoke and/or a fire has been detected, then go to the nearest pull station and "pull the alarm". If the employee has portable communications, such as a radio or phone, contact Communications and advise the type and location of the fire while exiting the building.
3. Communications Center personnel shall evacuate to the Emergency Operations Center located at Greenville Fire/Rescue Station 6. Additional evacuation procedures and instructions for the Telecommunications Center personnel are found in the GPD POLICY AND PROCEDURES MANUAL, Chapter 81, *COMMUNICATIONS*.
4. All occupants should exit the building once the fire alarm or sprinkler system has been activated. Department personnel should assist any visitors out of the building.
5. Department personnel should be mindful and offer assistance as needed in evacuating physically impaired personnel or visitors from the building. Individuals in need of assistance in evacuating the building should be taken to the stairwell area where they should remain until the Fire Department or other co-workers can aid in removing them from the building.
6. All occupants of the building should exit to the exterior meeting place unless they have a predetermined evacuation assignment.
7. Do not use the elevator in case of a fire, exit through the stairwells; close all doors behind you as you exit the building.
8. Prior to utilizing any closed door, feel the door for heat. If the door feels hot, do not open the door, but choose a secondary route out of the building.

9. If an employee should become trapped and cannot reach the stairwell, keep the door closed and seal off any cracks. Use the phone and call 911 to report your location. If there is an outside window, crack it open and hang something out the window, such as an article of clothing alerting the Fire Department that someone is in the location.
10. If in smoke or heat, stay low where the air is cleaner and safer. Take short breaths through the nose until you reach a safe area.
11. Personnel should assist in identifying any occupants of the building who have not cleared the building. If persons are missing, the Fire Department Incident Commander should be notified immediately.
12. No one is to re-enter the building until given the all clear by the Fire Department Incident Commander.

The City annually conducts a practice evacuation plan that requires the participation of all employees.

102.1.2-ARMED SUBJECT RESPONSE AND EVACUATION FOR CIVILIANS

If an employee of the Greenville Police Department should be alerted to an armed subject within the building, the employee should, without risking their safety, attempt to determine what is going on; where it is happening, and who is doing it so they are able to report to Communications. Employees should not wait for others to make the decision to leave and should not attempt to gather personal belongings other than a cell phone, if available.

Quickly and safely exiting the building and contacting Communications is top priority. Following established guidelines is also vital to ensuring that all employees are safe and accounted for. Therefore, all civilian employees should:

1. Figure out the location and path the armed subject is traveling in order to determine if they are able to get out of the building or need to find the nearest, concealed, secure location. If able to access the closest exit that is not involved in the incident, then evacuate by proceeding quickly and quietly to the designated meeting place. The designated meeting place for an armed subject evacuation will be the Sheppard Memorial Library parking lot. However, if the employee makes it to the closest exit and determines that the current route is no longer safe, then immediately seek an alternate exit route or find the safest, concealed location.
2. Upon evacuation, or once secure in the concealed location, immediately call Communications to inform them of the situation. Remember to ensure the call to Communications does not make your location vulnerable to detection by the armed subject.
3. Understand that Police Officers may not be able to assist civilians in exiting the building. The Police Officer's primary job is to locate the armed suspect and neutralize the threat.
4. Remember, that if in a group, each person should spread out throughout the location and secure all entry points if unable to evacuate. This will make it harder for the armed subject to harm employees.
5. As a group, attempt to quietly discuss the next action (whether to get out of the building/current location or hide from the subject.)
6. Then decide as a group, how to stop the threat by using whatever means necessary, in the event the armed subject gains access to the group's location.

Remember, if the situation turns into a hostage situation:

- Remain Calm
- Follow directions
- Avoid sudden movements
- Maintain eye contact (but don't stare)
- Find the middle position (not too assertive or passive)
- Do personalize yourself
- Don't argue or be a nuisance
- Don't turn your back

Additionally, all civilian employees should remember that once Police Officers and/or the Emergency Response Team have been deployed:

- Do not present a threat to them
- Do not point at them or the armed suspect
- Do not scream or yell
- Be quiet and compliant

Training

All sworn police officers are trained to respond in accordance with the Department's All Hazards Plan located in the GPD POLICY AND PROCEDURE MANUAL, Chapter 46, All Hazards and Emergency Mobilization Plan 46.1.2.

Armed Suspect(s) or Active Threat training is provided to all civilians upon initial hire, and periodically as updates or reminders. All agency personnel will be provided initial training, to include response options such as run/hide/fight, through classroom lecture and video training.

In a situation where civilian employees are presented with an armed subject, they must rely on their training and recall the following seven objectives to accomplish a survival mindset:

- Figure out (What is going on?)
- Get out (Leave the building/location if possible)
- Call out (Call/get help if possible)
- Hide out (Seek a concealed location if unable to leave the building)
- Keep out (Take necessary action to secure access to the "hiding" spot)
- Spread out (Don't cluster together as a group)
- Take out (Decide if it is possible and the means are available to subdue the subject)

Civilians should remember the three key components that were covered during Armed Subject Training. Those components are:

- Awareness: Take the time to gain a basic understanding of an armed suspect situation. Employees should become attuned to their work environment so that they can readily recognize sights/sounds that are foreign to the environment.
- Preparation: Employees should look at their work environment through a survival lens and focus on the "what if" questions to assist in developing effective response strategies
- Rehearsal: Employee should feel free to walk through their "what if" plans to help reduce their response time, build confidence, and prepare them mentally and emotionally for whatever it takes to make it through this situation.