

- A. **PURPOSE.** To outline evacuation routes and designated shelters for the Police Department Building during emergencies.
- B. **FIRE EVACUATION.** The following fire evacuation procedures shall be immediately implemented when the fire alarm sounds a continuous, steady, or pulsating tone. Should your designated evacuation route be inaccessible, seek the alternate route to the opposing Stairwell Tower for evacuation. In all cases, do not use the elevators during this evacuation process.
1. 4th Floor – Personnel assigned and/or occupying the Support Services Division offices, Emergency Operations Center, or Police Information Technologies will exit the floor via the North Stairwell Tower to the Monroe Level and exit the Tower directly onto Monroe Center. Personnel occupying the:
 - a. Emergency Communications Unit Personnel are considered to be essential and will not evacuate unless warranted and ordered to do so. Any non-essential 9-1-1 Center personnel will exit the floor via the South Stairwell Tower to the Fulton Level exit onto Louis Avenue.
 - b. When Emergency Communications Unit personnel have been ordered to remain in the Communications Center the need to evacuate will be continually reassessed by the highest ranking person on scene.
 2. 3rd Floor - Personnel assigned and/or occupying Classrooms 3061, 3065, 3073, 3075, 3077, 3081 (Defensive Tactics) or 3087 (Prism Room) will exit the floor via the North Stairwell Tower to the Monroe Level and exit the Tower directly onto Monroe Center. Personnel assigned and/or occupying the Training Bureau offices, Class Rooms 3041 and 3043, or G.R.I.N. studios will exit the floor via the South Stairwell Tower to the Fulton Level exit onto Louis Avenue.
 3. 2nd Floor - Personnel assigned and/or occupying the Administrative Offices of the Chief of Police, Internal Affairs Unit, or Family Services Unit will exit the floor via the North Stairwell Tower to the Monroe Level and exit the Tower directly onto Monroe Center. Personnel assigned and/or occupying the Detective Unit, Forensic Services Unit, or Building Maintenance room will exit the floor via the South Stairwell Tower to the Fulton Level exit onto Louis Avenue.

4. Monroe Level - Personnel assigned and/or occupying the City IT Department, Crime Prevention offices, Traffic Unit, Records Unit, or Information Desk will exit the floor via the Monroe Center Entrance doors onto Monroe Center. Personnel assigned and/or occupying the South/Southeast Service Area pod, North/West Service Area pod, Property Management Unit, Office of Special Events, or Police Volunteer offices will exit the floor via the Fulton Street Entrance doors onto Fulton Street.
5. Fulton Level - Personnel assigned and/or occupying the Men's Locker Room, Report Room, or Squad Room will exit the floor via the North Stairwell Tower to the Monroe Level and exit the Tower directly onto Monroe Center. Personnel assigned and/or occupying the Special Response Team offices, Break Room, Women's Locker Room, or Fitness Center will exit the floor via the South Stairwell Tower to the Fulton Level exit onto Louis Avenue.
6. Motor Pool Level - Personnel assigned and/or occupying the Building Maintenance offices, Technical Services Unit, or Motor Pool office will exit the floor via the South Stairwell Tower to the Fulton Level exit onto Louis Avenue.

C. DESIGNATED EVACUATION LOCATIONS. All personnel exiting the building shall proceed to the Louis Parking Ramp Walkway located between 77 and 87 Monroe Center NW.

D. TORNADO WARNING PROCEDURE. All employees and visitors shall immediately comply with the following procedure upon the issuance of a tornado warning.

1. The Watch Commander shall immediately make an announcement over the Public Address system that a tornado has been sighted.
2. All personnel assigned and/or occupying the building on 4th, 3rd, 2nd, and Monroe Level floors will proceed to the designated Fire Evacuation routes and traverse the Stairwell Towers to the Fulton Level. This Level has been designated as the SHELTER in the event of a tornado.
3. All non-police personnel and visitors shall receive assistance from police personnel in traversing the building to the Fulton Level where they will be accommodated in the Squad Room and Report Room to ensure maintenance of security protocols.

4. Personnel assigned and/or occupying the Fulton Level or Motor Pool Level will remain in their assigned areas.
5. Evacuation of the Emergency Communications Unit is subject to Supervisory decision related to the proximity of Tornado sighting(s). Unless otherwise ordered to evacuate or imminent danger is present, Emergency Communications Unit personnel shall remain at their work stations to ensure that critical operations are maintained.
6. When Emergency Communications Unit personnel have been ordered to remain in the Communications Center, the need to evacuate will be continually reassessed by the highest ranking person on scene or their designee.
7. In the event of an evacuation, the Watch Commander will make assignments for floor sweeps to ensure employees and citizens relocate to a safe area.
8. Upon being notified of a Tornado Warning in the Grand Rapids vicinity, Fire Dispatch shall notify operators at Coldbrook Pumping of the warning via Telephone or Radio to enable Coldbrook Pumping to notify all other City radio-equipped field units that do not operate on Police or Fire radio channels. If the Tornado Warning is downgraded to a Tornado Watch or cancelled Fire Dispatch shall notify Coldbrook Pumping of this via Telephone or Radio.
9. No personnel or visitors will return to their areas until the Watch Commander has given the all clear via the Public Address system.