

Hertford County Government Complex

Emergency Procedures

As pulled from Hertford County's Safety Program and Policy Manual, Page 11-12:

A. Means of Reporting Emergencies

All fires and emergencies will be reported by one of the following means:

Fires

- ◆ Pull manual alarm if provided
- ◆ Notify building occupants by other identified means
- ◆ Call 911 to report emergency

Medical

- ◆ Call 911 to report emergency
- ◆ Provide assistance where possible and trained

Law Enforcement

- ◆ Call 911 to report emergency

§ The following number will be posted on all telephones - *Emergency 911*

B. Evacuation Plans

Evacuation of the Building

Emergency evacuation escape routes plans are posted in key areas throughout all county buildings. All should also be familiar with the evacuation plans for the other buildings within the county.

Evacuation to Shelter in Place

In the event of severe weather, all occupants will promptly go the designated shelter in place area and immediately report their location to the Supervisor/Department Head. (See attached Maps)

C. Employee Accountability

Fires, Fire Alarms and other related Emergencies

All occupants will promptly exit the building by the nearest exit. Once clear of the building, go to the designated point and immediately report to the Supervisor/Department Head. After evacuation, each supervisor is responsible for

accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. All supervisors are required to report their head count (by name) to the fire department officer in charge. (See attached Map)

Severe Weather or other related Emergencies

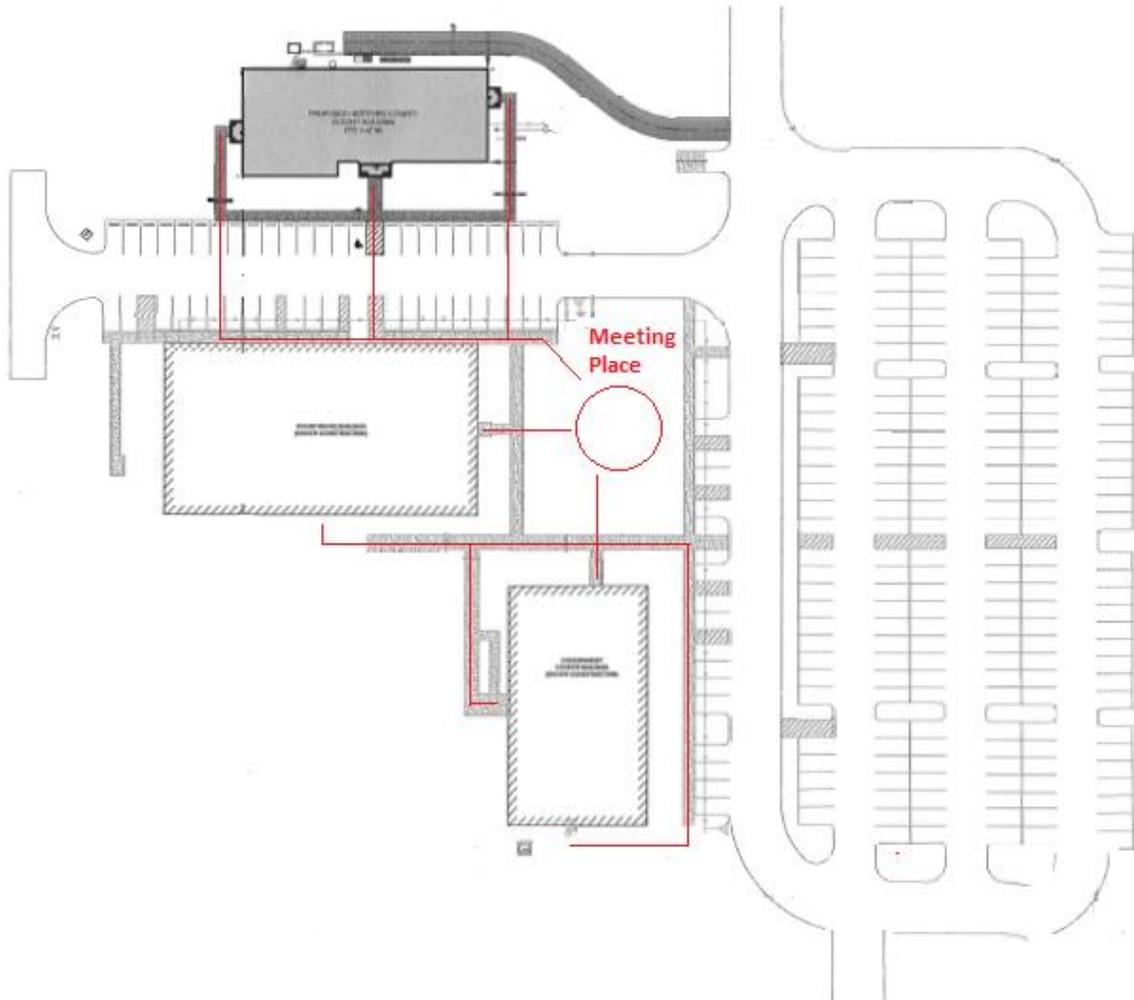
All occupants will promptly go the designated shelter in place area and immediately report their location to the Supervisor/Department Head. Each supervisor is responsible for accounting for each employee assigned to that supervisor by rallying at the designated point and by conducting a head count. Each employee will be accounted for by name. If the building is affected, all supervisors are required to report their head count (by Name) to the Fire department officer in charge.

D. Building Re-entry

Once the building is evacuated, no one is to re-enter the building for any reason. Emergency Response personnel are excluded from this rule. When the Emergency Response Official has released the building for re-entry, then and only then, will personnel be allowed to return to their workstations.

Hertford County Government Complex

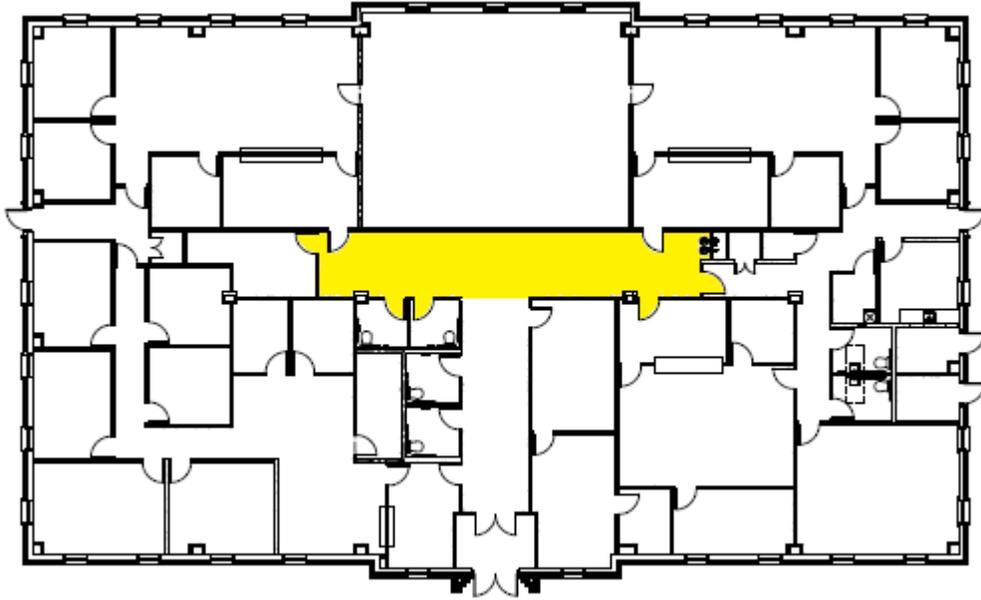
Meeting Place for Complex in the Event of a Fire Alarm Activation



Hertford County Government Building

Shelter in Place Areas

P103 Corridor



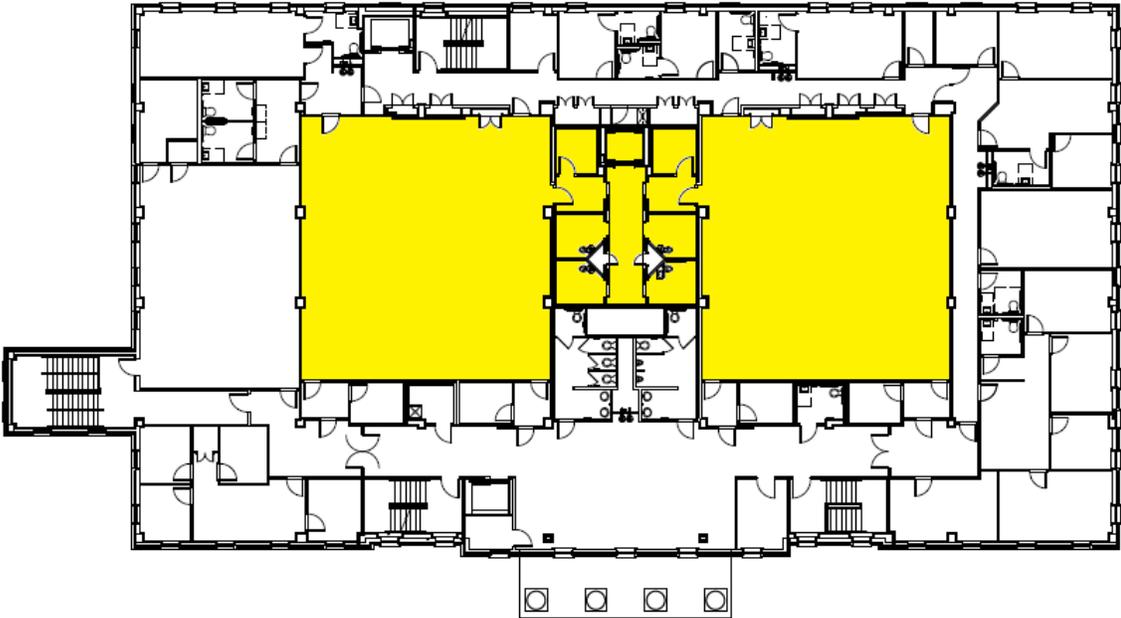
Hertford County Courthouse

Shelter in Place Areas

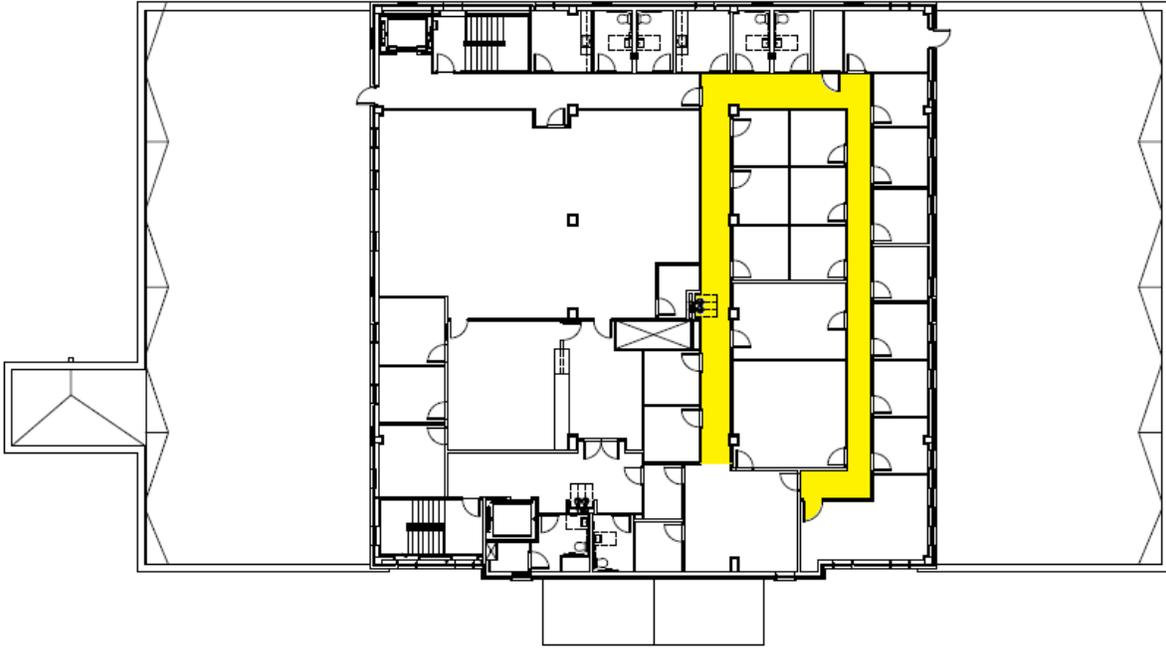
1st Floor



2nd Floor



3rd Floor



Hertford County E911

Shelter in Place Areas

