**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**EVACUATION OF THE FACILITY BASEMENT**
**SUBJECT**

DATE:   **August 12, 2016**                                                 NO:   **X-7**

FROM:   **CHIEF ERIC JONES**                                      TO:   **ALL PERSONNEL**

INDEX:  **Basement Evacuation**
              **Telecommunications Center Evacuation**
              **Evacuation of the Facility**
              **Basement**

**I.       POLICY**

A.       A life-threatening incident such as a significant earthquake, major fire, or significant flooding would warrant the evacuation of the facility basement.

1.       The basement of the Police Facility houses:

a.       Roll Call Room
b.       Offices of Information Technology
c.       Four (4) Locker Rooms
d.       Boiler Room
e.       Records Section Archives
f.        Armory
g.       Computer Equipment and 9-1-1 Switching Center.
h.       Workout room

B.       The decision to evacuate may be initiated by the Telecommunications Center's Shift Supervisor or higher authority.

**II.      PROCEDURE**

A.       The evacuation of the Police Facility basement shall be accomplished by the personnel walking up the stairwells at the east (El Dorado Street) and west (Center Street) side of the building.  If feasible, the Field Operations Sergeant or the Watch Commander shall electronically unlock the exit door on the south side of the building to allow an additional exit to the rear parking lot.

Due to the hazard of falling glass, it is strongly recommended the south parking lot exit be avoided during an earthquake.

B.       The elevator shall not be utilized to evacuate the basement.

If possible, the following notifications shall be made by the Telecommunications Shift Supervisor prior to evacuation:

1.       Watch Commander, via direct line.

a.       The Watch Commander will advise all other Divisions/Sections.

2.       Chief's Office, via direct line.

3.       General simulcast radio broadcast.

C.      Notification Process For After Normal Business Hours.

    1.      Telecommunications Center Supervisor's Responsibility.

        a.      Notify the Watch Commander.

        b.      Notify the Technical Services Division Commander or Telecommunications Center Police Services Manager.

        c.      Notify the Fire Department.

        d.      Notify OES Emergency Operations Center.

        e.      Notify other agencies (i.e., Sheriff's Dept.).

    2.      Division Commander Responsibility.

        a.      Notify the Deputy Chief of the Logistics Bureau.