

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 03/23

Last Reviewed: 03/20

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4G

SUBJECT: DISASTER EVACUATION

Approved by: Executive Council 10/20/08

Effective Date: 3/1/96

Date(s) of Revision: 10/1/98, 8/1/00, 9/1/06, 10/20/08, 3/3/20

Responsible for Implementation: Building Managers and All Staff

FCCS plans for and coordinates emergency preparedness in the case of disasters.

Procedures:

- 1) In the event a severe disaster occurs one of the following will **order the evacuation** of the building:
 - a) Franklin County Emergency Management and Homeland Security
 - b) Police or Fire Departments
 - c) at Children Services:
 - i) Executive Director
 - ii) Building Managers
- 2) When such evacuation is ordered staff must **ensure that their clients and visitors are evacuated.**
- 3) Staff should pay attention to **emergency broadcasts** that may announce evacuation routes released by government officials.