

<b>COOLIDGE POLICE DEPARTMENT</b>		
	<b>CHAPTER 85</b>  <b>EMERGENCY ACTION PLAN</b>  CALEA Standard(s):	<b>General Orders</b>
Issue Date: 6-24-13	Review Date:	Revision Date:

- A. In the event of a fire, natural disaster, or airplane crash, etc., the main police station will be evacuated. Employees should look for and move toward the nearest lighted and/or posted exit following the routes and diagrams outlined in this order.
1. Once the building is evacuated, all employees should assemble at the northeast corner of Palo Verde Avenue and Arizona Boulevard in the parking lot of the vacated convenience store, across the street from the building.
  2. After the building is evacuated and the employees are assembled at the northeast corner of Palo Verde Avenue and Arizona Boulevard, it will be the responsibility of each Division Commander/Manager and/or Supervisor on duty to ensure his or her employees evacuated the building and were not left behind.
  3. Any employees that are unaccounted for will be reported to the person(s) in charge of the emergency and/or disaster scene and the Chief, if on duty.
  4. In any event, the Chief will be notified as soon as practicable of any unaccounted for and/or missing persons believed to still be in the building.
  5. There are several exits from the police department building. The following is a list of the closest exits to each area.
- B. Exercise/Locker Rooms – The exercise room has two (2) exits.

1. Exercise Room East Exit – Both the men’s and women’s locker rooms exit into the exercise room. The exercise room exits into the northeast employee parking lot with two gate exits at the north side of the parking lot, which exits onto Palo Verde Street.
  2. East Corridor Exit – Both the men’s and women’s locker rooms exit into a central corridor which exits east into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street.
- C. Detention Facility/Interview Rooms – The detention facility and adjoining interview room (170) have (2) two exits.
1. Detention Facility East Exit – The detention facility has an east exit which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street.
  2. Detention Facility/Interview Room (170) South Exit – The detention facility has a south entrance/exit into interview room 170, which has a south exit into the main corridor. From this point one may exit through the east corridor exit, the north break room exit or the north double glass door exit in the patrol report writing area, which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street. (The interview room may also be exited through the detention facility through the east exit.)
  3. Interview Room 169 South Exit – Interview room 169 has one exit in the main corridor. From this point one may exit through the east corridor exit, the north break room exit or the north double glass door exit in the patrol report writing area, which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street
- D. Break Room – There are two (2) exits from the break room.
1. Break Room North Exit - The break room exits north into a patio area with a gate located on the east side, which exits into the northeast

employee parking lot with two gates on the north side of the parking lot, which exits on Palo Verde Street.

2. There is a south exit to the break room into the patrol report writing area, From this point one may exit through the east corridor exit or the north double glass door exit in the patrol report writing area, which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street.

E. Patrol Report Writing Area – There are three (3) exits from the patrol writing area.

1. North Exit – The patrol report writing area exits north through the glass double doors into the northeast employee parking lot with two gates on the north side of the parking lot, which exits onto Palo Verde Street.
2. East Corridor Exit – The patrol writing area also has an east exit which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street.
3. Break Room North Exit – The patrol writing area may also use the break room north exit.

F. Patrol Briefing Area and Adjoining Workspaces – There are three (3) exits from the patrol briefing and adjoining workspace area.

1. North Exit – The patrol briefing room exits out the west entrance/exit to the room into the report writing area, which exits north through the glass double doors into the northeast employee parking lot with two gates on the north side of the parking lot, which exits onto Palo Verde Street.
2. East Corridor Exit – Briefing room and adjoining workspaces may also use the patrol writing area east exit which exits into the northeast employee parking lot with two gates at the north side of the parking lot, which exits onto Palo Verde Street.
3. Break Room North Exit – Briefing room and adjoining work spaces may also use the break room north exit.

- G. Evidence Room - There is one (1) exit from the Evidence Room.
1. Evidence Room East Exit – The evidence room exits out the east entrance/exit into the patrol reporting writing area and may exit according to the patrol writing area evacuation plan to the northeast employee parking lot.
- H. Sergeants Offices & Adjacent Work Areas (Closets & Armory) – All sergeants' offices exit through south entrance/exits while storage closets and the armory exit through north entrance/exits. There is one (1) exit from each individual office/area to the central corridor of the building.
1. Offices and work space in the central corridor of the building may choose to exit according to the patrol writing area evacuation plan to the northeast employee parking lot.
  2. Offices and work space in the central corridor may also follow the central corridor to the west corridor exit into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
- I. Information Technology Office – There is one (1) exit from the Information Technology Office into the central corridor of the building.
1. Offices and work space in the central corridor of the building may choose to exit according to the patrol writing area evacuation plan to the northeast employee parking lot.
  2. Offices and work space in the central corridor may also follow the central corridor to the west corridor exit into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
- J. Criminal Investigations Division & Adjoining Interview Rooms – The Criminal Investigations Division has two (2) exits.

1. Investigations North Exit – Offices and work spaces in the Investigations Division may choose to exit through the north exit by the adjoining interview rooms, which exit into the northwest public parking lot, which exits onto Palo Verde Street.
  2. Investigations South Exit – Offices and work spaces in the Investigations Division may also choose to exit through the south exit and follow the central corridor to the west corridor exit into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
- K. Records Division and Adjoining Offices – There is one (1) exit from the records division area.
1. Records East Exit – Offices and work spaces in the Records Division has one exit on the east which exits on the central corridor and adjacent to the west corridor exit into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
- L. Communications and Adjoining Offices – There are two (2) exits from the communications area.
1. Communications North Exit – Offices and work spaces in the Communications Division may exit through the north exit which exits on the central corridor and adjacent to the west corridor exit into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
  2. Communications East Office Exit – Offices and work spaces in the Communications Division may exit through the east office east exit which exits into the Administration corridor and exit through the training room exits.
- M. Administration Offices – there are two (3) exits
1. Administration Exit North – Offices and work spaces in the administration wing all exit into the administration corridor and may exit through the north exit into the central corridor to the west corridor exit

into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.

2. Administration Exit West - Offices and work spaces in the administration wing all exit into the administration corridor and may exit through the east exit into the patrol report writing area and exit through the north, east or break room exits.
  3. Administration/Training Room Exit – Office and work spaces in the administration wing all exit into the administration corridor and may exit through the training room exit at the west end of the administration corridor and exit through the north or south exits of the training room.
- N. Main Lobby & Adjoining Rooms – There is one (1) exit from the main lobby & adjoining rooms.
1. Main Lobby North Exit - The main lobby has one exit at the north double doors, which exits to the northwest public parking lot, which exits onto Palo Verde Street.
  2. Adjoining rooms in the lobby have exits on the west which exit into the main lobby, which exits to the northwest public parking lot, which exits onto Palo Verde Street.
- O. Training room – There are three (3) exits from the training room.
1. Training Room North Exit - The training room and adjoining work spaces may exit through the north exit, which exits into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
  2. Training Room South Exit - The training room and adjoining work spaces may exit through the south exit, which exits into a dirt alley behind the police department building and proceed west toward the sidewalk adjacent to Arizona Boulevard and then north to Palo Verde Street.

3. Training Room/Administration Exit – The training room and adjoining work spaces may exit through the east administration exit which exits into the administration corridor and then exit through the administration north or east exit routes.

P. Council Chambers – There are two (2) exits from the council chambers.

1. Council Chambers North Exit – The council chambers and adjoining work spaces may exit through the north exit, which exits into the main lobby and through the main lobby north exit which exits into the northwest public parking lot which exits onto Palo Verde Street.
2. Council Chambers South Exit – The council chambers and adjoining work spaces may exit through the south exit, which exits into a dirt alley behind the police department building and proceed west toward the sidewalk adjacent to Arizona Boulevard and then north to Palo Verde Street.