

Peoria Police Department Policy and Procedure Manual

Policy 5.10 PSAB Building Security and Emergency Evacuation



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to provide information and guidelines that will ensure maximum safety and protection for employees and visitors of the Peoria Police Department building. We are also dedicated to the safe and orderly evacuation of the building in the event of a fire or other threat requiring such action.

II. PROCEDURE

A. Police Station Administration Building (PSAB) Security

1. Building security is the responsibility of all employees of the Peoria Police Department. Access to the facility is controlled and the building contains areas limited to public access as well as certain restricted areas limited to authorized department employees. Peoria Police Department employees will exercise prudent security measures when using departmental facilities and assist all personnel in limiting unauthorized access.

2. Peoria Police Department Access: The Peoria Police Department building will be secured in the following manner:

a. Exterior Doors - Excluding the main front doors to the Peoria Police Department, all other exterior doors are to remain secured at all times. These doors will not be left open and unattended at any time during a delivery or building maintenance.

b. Interior Doors – The interior doors shall remain secure at all times. All employees assigned to a section and the on-duty supervisor of each section is responsible for ensuring compliance of this policy in their respective areas.

3. Visitor Guidelines

a. All visitors will check in at the Station Officer’s Desk in the main lobby.

b. All visitors and non-department employees shall be issued a visitor’s identification badge. The Station Officer will maintain all visitor badges. This badge will be worn by the visitor at all times while in the building. Visitors will return their badge when leaving the building.

c. All visitors to the Peoria Police Department shall be escorted to and from their point of business. Visitors shall not be left with free access to the building without prior approval of an on-duty Bureau Lieutenant / Manager or designee. Visitor badges and usage will be monitored by the Technical Services Bureau Manager or designee.

d. Exceptions to visitor procedures are as follows:

(1) City Support Personnel - City of Peoria employees who routinely enter the building and perform specific tasks in the Peoria Police Department. These employees will wear the City of Peoria identification badge and will be limited to areas designated in the performance of their duties.

(2) Vendor employees - Employees from a company selected to provide a service to the City of Peoria or the Peoria Police Department. These employees are only authorized access to areas where they have been specifically assigned to conduct their work (ie. vending machines, carpets, equipment/repair technicians). Vendor employees will be assigned a visitor's badge.

(3) Uniformed Officers/Public Safety Employees - Officers, firefighters, etc., from other agencies that have checked in with the Station Officer, or who have entered the building with departmental personnel, will be exempt from obtaining a visitor's badge.

(4) Elected City Officials, City Management and City Department Directors are not required to have a visitor's badge. They will identify themselves to the Station Officer and advise which employee or section they wish to see. The employee or section will be notified and respond to the lobby to escort the visitor as a courtesy.

(5) Prisoners or investigative leads that are under the direct control of an officer, and are accompanied at all times, are not required to obtain visitor's badges.

(6) City of Peoria employees and citizens with legitimate business in the Cinnabar Room (North and South), Palo Verde Room, Peoria Room, Arizona Room, or Lobby areas, may be granted access to those areas, and the adjacent restrooms and hallways, without a visitor badge or escort.

(7) City of Peoria Employees, Vendors, and Caterers with legitimate business in the break room and kitchen, adjacent to Cinnabar Room (North and South) and Palo Verde Room, may be granted access to those areas, without an escort, if they are displaying an employee identification or wearing an employee or vendor uniform.

B. Fire: Fire alarms and fire extinguishers are located throughout the building. It shall be the responsibility of each employee with supervisory duties to ensure that their employees are familiar with the locations of these items.

1. Any employee discovering a fire shall immediately:

- a. Activate the nearest fire alarm.
- b. Notify Communications of the fire, giving the exact location of the fire, if known.

c. If trained and knowledgeable in the use of available fire fighting equipment, attempt to extinguish or contain the fire. Employees shall never jeopardize their personal safety attempting to extinguish or contain a fire.

2. Communications shall immediately notify the Fire Department via the direct telephone and:

a. Advise the Fire Department as to the location of the fire within the building, if known.

b. Remain on the line with the Fire Department dispatcher to pass along any additional information regarding the progress of the fire.

c. Make an announcement over the building intercom system that a fire has been reported and the location of the fire, if known.

(1) Employees should be advised to evacuate the building and assemble in the public parking lot north of the main entrance to the facility.

(2) The announcement should be repeated at least three (3) times in a calm manner.

3. Designated employees who have received training in the use of the Department fire extinguishers shall take an extinguisher from its location and proceed to the area of the fire and attempt to extinguish or contain the fire until the arrival of the fire department.

a. The fire fighting activities shall be directed by the ranking individual on the scene.

b. Upon the arrival of Fire personnel, they shall have control of the scene and all remaining employees shall evacuate the building.

4. Evacuation

a. Employees shall proceed to the nearest building exit that is not blocked by smoke or fire.

b. Any employee who is in the company of a non-employee at the time of the alert shall be responsible for the safe evacuation of that person.

c. Once safely outside the facility, employees shall assemble in the public parking lot north of the main entrance to the facility.

d. Employees shall remain in the parking lot until fire personnel have authorized entry back into the facility, or upon further direction by the Chief of Police or their designee.

e. It shall be the responsibility of the Communications Supervisor, or the senior Communications

employee in the absence of the supervisor, to make a determination as to how long the dispatch function of the Peoria Police Department shall remain staffed and with how many people. If it is necessary to evacuate the dispatch area, communications will be conducted from outside the building with the emergency hand held police radio and/or with cellular telephones.

(1) Prior to evacuation, if possible, the E9-1-1 telephone system will be defaulted to Glendale Police Department.

(2) Communications with Glendale Police Department shall be maintained by cellular telephone.

f. The Records Management Section personnel and/or the Station Officer shall direct visitors from the lobby to the public parking lot north of the main entrance to the facility.

C. Severe Weather (Refer to Policy 4.11, Unusual Occurrences)

1. Communications will receive information via Arizona Criminal Justice Information System (ACJIS) or from Civil Defense authorities regarding severe weather or the threat of severe weather in this area. This information shall be made available to all police units by general broadcast.

2. When a severe weather watch is upgraded to a severe weather warning, the ranking on-duty officer shall make the determination as to whether or not employees in the facility should take cover in a protected area. If the decision is made to take cover, this officer shall notify Communications to make the appropriate announcement via the intercom system.

3. If the ranking supervisor makes the decision to seek shelter, all personnel not working in critical functions shall report to the exercise room. Any employee in the company of a non-employee at the time of the announcement shall be responsible for escorting that person to the designated area.

a. Should the exercise room become untenable or additional sheltering space be required, the ranking supervisor will designate alternative shelter location(s) based upon the situation, keeping in mind the security needs of the facility.

b. All personnel reporting to the designated shelter shall remain in the designated shelter location(s) until the ranking supervisor determines that it is safe to leave shelter and gives an all clear notice.

c. Personnel, upon returning to their work area, will check for damage caused by the severe weather and report the findings to their immediate supervisor.

D. Bomb Threats (46.1.6) (See Policy 4.10.B)

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