

# **City of Urbandale**

## **Evacuation/Shelter Policy**



# Contents

---

PURPOSE .....	3
SCOPE .....	3
RESPONSIBILITIES .....	3
EMPLOYEES .....	3
VOLUNTEERS .....	3
CUSTOMERS .....	3
MANAGEMENT .....	3
GENERAL EMERGENCY RULES .....	3
FIRE .....	4
TORNADO/SEVERE THUNDERSTORM .....	4
HAZARDOUS MATERIALS (CHEMICAL SPILL OR GAS LEAK) .....	5
FIGHT/PHYSICAL DISTURBANCE .....	5
BOMB THREAT .....	5
ACTIVE SHOOTER .....	5
PEOPLE WITH DISABILITIES .....	6
EVACUATION ASSEMBLY POINT (EAP) .....	6
SHELTER-IN-PLACE ASSEMBLY POINT (SIPAP) .....	7

## **Purpose**

This policy explains what to do in many kinds of emergencies—both natural and man-made. These emergencies include fires, explosions, floods, earthquakes, tornadoes, chemical spills, and violent incidents.

It describes when you should evacuate or take shelter, how to find the right routes, and how everyone will be counted once they are safe.

## **Scope**

The policy is reviewed every year, or more often if needed, by the Director of Risk Management/Support Services or their designee. All employees can access this policy online at [www.urbandale.org/safety](http://www.urbandale.org/safety) or by contacting their supervisor.

## **Responsibilities**

### Employees

- Learn about the building's evacuation and shelter procedures.
- Participate in drills and training.
- Help volunteers and customers who may not know what to do.
- If you have mobility disabilities, understand your evacuation or shelter plan.

### Volunteers

- Learn about the building's evacuation and shelter procedures.
- Take part in drills if they occur during your shift.
- Follow alarms and directions from employees or emergency responders.

### Customers

- Follow alarms and instructions from staff or emergency responders.

### Management

- Know all emergency procedures.
- Understand how the alarm system works.
- Know exits and areas where people with disabilities may need help.
- Encourage people to evacuate quickly.
- Report to emergency responders if anyone may still be inside the building.
- Work with emergency responders.
- Allow re-entry only after an official "All Clear."

## **General Emergency Rules**

- Treat every alarm as real.
- Evacuate or take shelter right away.
- Go to your assigned Evacuation Assembly Point (EAP) or Shelter-in-Place Assembly Point (SIPAP).
- People with disabilities should follow their personal plan.

## Fire

If you find a fire:

- Leave the building and close doors behind you.
- Pull the alarm if it is along your evacuation route.
- Once outside call 9-1-1
- Go to the designated Evacuation Assembly Point (EAP).

If the fire alarm sounds:

- Treat it as real.
- Do not stop for personal items.
- Go to your Evacuation Assembly Point (EAP).
- Do not re-enter until emergency personnel say it is safe.

Only try to put out a fire if:

- You already called 9-1-1 or pulled the alarm.
- You have been trained.
- You have an escape route.
- You can do so safely.
- Use the **P.A.S.S.** system:
  - **P**ull the pin.
  - **A**im the extinguisher at the base of the fire.
  - **S**queeze the handle.
  - **S**weep the extinguishment agent across the fire by using a sweeping motion back and forth on the fire.

If trapped:

- Stay low and cover your mouth.
- Seal cracks under the door and call 9-1-1.
- Open or break a window if needed.

If your clothes catch fire, **STOP, DROP and ROLL.**

**For more information refer to the building's [Emergency Reference Guide](#) (A red binder posted in key areas of the building).**

## Tornado/Severe Thunderstorm

Warnings will sound for dangerous storms with winds of 70 MPH or greater and sounded over the outdoor warning sirens and the Weather Alert radios. Sirens and Weather Alert radios will only be activated for storms that are expected to impact Clive, West Des Moines and/or Urbandale.

If sirens or weather radios activate:

- Stop work and go to the shelter-in-place area.
- Avoid areas with windows or glass.
- Stay inside and do not leave or drive.
- When sirens stop, check weather updates before leaving shelter.

## **Hazardous Materials (Chemical Spill or Gas Leak)**

Hazardous materials could mean a chemical spill in the building or a gas leak.

- Warn others and pull the fire alarm.
- Evacuate and do not expose yourself to chemicals or gas.
- Do not stop for personal items.
- Go to your Evacuation Assembly Point (EAP).
- Call 9-1-1 if the alarm is not pulled.
- Stay out until emergency responders say it is stay.

## **Fight/Physical Disturbance**

Workplace violence may take many forms including the use of weapons or physical altercations.

- Call 9-1-1 if possible.
- Do not try to break up a fight.
- If possible, evacuate and warn others.
- If you cannot leave, shelter in place.

**For more information refer to the building's Emergency Reference Guide (A red binder posted in key areas of the building).**

## **Bomb Threat**

If you see a suspicious object:

- Do not touch it.
- Warn others and leave the building.
- Do not pull the fire alarm.
- Go to your Evacuation Assembly Place (EAP).
- Call 9-1-1.

## **Active Shooter**

If a person enters the building and displays a dangerous weapon in a threatening manner:

- Call 9-1-1 if possible.
- Stay out of sight.
- Do not approach the person.
- Evacuate if you can do so safely.
- If you cannot evacuate, stay calm, and barricade in place.

**For more information refer to the building's Emergency Reference Guide (A red binder posted in key areas of the building).**

## People with Disabilities

People with mobility disabilities should think ahead about evacuation and sheltering options in each building they use.

### Evacuation Options

Listed from most to least preferred:

- **General Evacuation:** Use accessible routes if safe.
- **Horizontal Evacuation:** Move to a safer area on the same floor.
- **Area of Refuge:** Go to a protected fire-rated area.
- **Stay in Place:** Stay in a safe room and call 9-1-1 to report your location.

### Emergency Procedures

- Evacuate if able.
- If not, go to an area or refuge or stay in place and call 9-1-1.
- Staff may help people with disabilities reach a refuge area but then must evacuate and report the person's location.

## Evacuation Assembly Point (EAP)

EAPs are outdoor areas away from buildings where people meet after evacuating to be accounted for.

EAP Location	As You Exit From:
Art Park – concrete circle adjacent to the parking lot.	City Hall – Administration, Parks & Recreation, Conference Room A & B, and Council Chambers
Water Utility's parking lot.	City Hall – Community Development & Engineering, Conference Room C & D
Next to "Strata" artwork – adjacent to parking lot, center grass median area.	Library
Walker Johnston Park Shelter – west of the Station's front parking lot and adjacent to Martin Field.	Police Station
Next to the sign across the parking lot from the main building.	Parks and Public Works Maintenance Facility
Police Department's south parking lot.	Water Utility

## Shelter-In-Place Assembly Point (SIPAP)

SIPAPs are safe interior areas used during certain emergencies like severe storms.

<b>Building</b>	<b>SIPAP Location:</b>
City Hall – Administration	Council Chambers, Conference Room C and the restrooms on the Engineering/Community Development side
Library	ICN room, restrooms, and conference room
Police Station	Jail area
Parks and Public Works Maintenance Facility	Locker rooms and shop areas
Water Utility	Breakroom