


EMERGENCY EVACUATION PLAN	APPROVAL:  Mark A. Lauretti, Mayor	August 20, 2024
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CITY OF SHELTON
GENERAL EMERGENCY EVACUATION PLAN

In the event of a fire or similar emergency, the primary concern is the protection of personnel who may be in the building. (This includes employees and other persons in the building at the time.) When the alarm is given, or a fire is detected, the first responsibility is to see that every person is directed to the nearest exit.

- The alarm, a crucial part of our safety system, is audible and visual in the center of each corridor, ensuring everyone is alerted in an emergency.
- Lighted signs designate all Exits, but all persons must know the nearest escape route from their area.
- If there is an **ELEVATOR** in the building, it **IS NOT TO BE USED** during a fire or any evacuation process. All persons are to proceed out of the building and walk far enough away from the building and property so as not to obstruct the arrival and operation of fire apparatus, firefighting personnel, and/or emergency personnel. (An area for each municipal building should be designated by the Emergency Captains and be made known to all employees.)
- **All persons must leave the building!** Any deviation from this could endanger the individual or other persons.
- When the alarm is given, all operations and business functions must cease, and evacuation must commence.
- From time to time, drills may be performed to become familiar with the procedure. Time is of the essence, but no person is to proceed in such a manner as to endanger the safety of others.
- Always remember—**Life is first, property is secondary. This principle guides our actions in any emergency situation.**
- **Smoke can be as deadly as fire.**

