

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual prior to 2002; Rev 6/09; Rev by Office services 12/5/11	Page: 1 of 1	Number: 5.6
	Reviewed by/Reviewed Date: Exec Team 7/6/09; 12/5/11	Replaces:	Category: Safety and Security
Title: <b>Emergency Evacuation Policy</b>		Approved 12/5/11	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To facilitate the safe and orderly evacuation of all employees and customers at the Community Services Agency (CSA) including outstations in the event of an emergency situation that requires everyone to exit the building(s).

**Definition**

CSA Evacuation Plans will help employees understand how to follow the procedures used during an emergency evacuation at their location. Each location, including outstations, has its own evacuation plan.

It is the responsibility of all managers and supervisors to ensure the employees' understanding of the individual CSA Evacuation Plan for their work location. CSA Evacuation Plans define the roles of the Evacuation Team and how the team will help staff exit our building(s). It is the responsibility of all employees to follow the Evacuation Plan and to follow the direction of any management or security staff during an evacuation or emergency.

**Procedure**

Please consult each location's individual CSA Evacuation Plan for more detailed information regarding the evacuation team roles and responsibilities, emergency evacuation routes, areas of rescue assistance and outside safe areas.