

## Evacuation Plan

### **202.1 PURPOSE AND SCOPE**

The County and or Superior Court has prepared an Evacuation Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and orderly evacuation of the courthouse in the event of an emergency.

### **202.2 ACTIVATING THE EMERGENCY PLAN**

The Evacuation Plan can be activated on the order of the Marshal or the highest ranking official on duty, including the Court Executive Officer.

#### **202.2.1 RECALL OF PERSONNEL**

In the event that the Evacuation Plan is activated, all employees of the Shasta County Marshal's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Marshal or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

### **202.3 LOCATION OF THE PLAN**

The Evacuation Plan is available in Administration, the Squad Room, Dispatch, Court Holding, the Justice Center, and Weapons Screening. All supervisors should familiarize themselves with the Evacuation Plan. The Administrative supervisor should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

### **202.4 UPDATING OF MANUALS**

The Marshal or designee shall review the Evacuation Plan at least once every two years to ensure that the plan is current and accurate.