



*CITY OF GRAND RAPIDS*  
**ADMINISTRATIVE POLICY**

NUMBER: 74-06	DATE: 1974
REVISIONS: 4/13/84; 4/26/84; 8/17/88; 2/22/96; 9/23/03	
ISSUED BY: City Manager	SIGNED: <i>10/11/07 - K. Knudsen</i>

**SUBJECT: EMERGENCY EVACUATION PROCEDURES – CITY HALL**

**PURPOSE:** To establish evacuation procedures to be used by City Hall employees and the public in the event of a fire, tornado, or bomb threat.

**POLICY:**

1. **ALARM** – Any siren, alarm tone, and/or voice message on the public address system is the signal for all employees and the public to evacuate the City Hall.
2. **EVACUATION ROUTES** – All personnel above the Monroe Level shall use the stairway nearest their location or office for evacuation purposes. Employees must give whatever assistance is necessary to any citizens who happen to be in the building at the time of the alarm.
3. **ELEVATORS** – Do NOT use the elevators in the event of an alarm. The elevators could malfunction and take you to the fire floor or stop mid-floor due to power failure. Stairwells are designed as a safe evacuation route in case of fire, tornado or explosion.
4. **FIRE ALARM** – Employees should leave the building at the Calder Plaza Level (unless otherwise instructed by the emergency P.A. system) and move away from the building so as to not hamper emergency personnel.
5. **TORNADO ALARM** – If the tornado warning alarm is sounded, employees must proceed to the lowest level of the Government Center Parking Ramp.
6. **BOMB ALARM** – Employees should exit the building and proceed immediately to the shelter location designated by the City Manager’s Office.

7. **CLOSE DOORS** – Department/Division Heads and designated floor fire marshals will check offices to make sure everyone is out and then close the door when leaving. Close the doors, but do not lock (if doors happen to be in locked mode, do NOT take the time to unlock the doors).

(Directors for Departments located in other properties housing City employees are responsible for establishing emergency plans and procedures for their respective facilities comparable to those stated above, and for providing advance instruction to affected employees in the proper implementation of such plans.)