

Commission Evacuation Plan

Notifications

If a Commission staff receives notification for the evacuation of our office spaces and a Citizens Redistricting Commission (Commission) meeting is in progress, the Commission staff person receiving the notification will interrupt the meeting to inform the Commission Chair of the requirement.

- If possible, the Chair will determine the nature of evacuation, i.e., civil unrest versus an event within the building, to determine the potential length of the evacuation.
- If possible, the Chair will then notify the Commissioners and the public as to the potential length of the disruption and provide an estimate of when the Commission meeting might reconvene.
- All Commission staff and contractors will evacuate the building as determined by the senior staff person on-site.

If the Commission is not in Session:

- The senior staff person on-site will notify the Executive Director, the Deputy Executive Director, or the Administrative Director, if they are not on-site, to ensure they are aware of the evacuation notification.
- The Executive Director will notify the Chair, the Vice-Chair, and all remaining senior staff of the evacuation order after the evacuation of the Commission's office space is completed.

Process of the Evacuation: Building Related

If the evacuation is building related, such as an intruder, a fire, a fire drill or a building inspection due to a threat, the senior staff person on-site will:

- Provide the Chair with an estimate of the amount of when the building might be reoccupied if the Commission is in session.
- Evacuate staff and contractors from the building using the safest route via the stairwells, if appropriate.
- Staff and contractors will wait across the street from the building on the median grass strip until all staff are accounted for, and they are given instructions on when it is safe to return to the building.
- If the Commission is in session, the Executive Director, Deputy Executive Director, or the Administrative Director will maintain contact with the Chair, the Vice-Chair, the Commission's staff, and the Commission's contractors to reconvene the meeting at the earliest possibility or to dismiss staff and the contractors if there is insufficient time to reconvene the meeting as determined by the Chair.

Process of the Evacuation: External to the Building

If the evacuation is external to the building, such as civil unrest, all staff and contractors will immediately secure their equipment in the Commission's office space.

- The senior staff person on-site will contact the Department of Rehabilitation (DoR) Building Security about where the emergency exits that is causing the need for the evacuation and which exits are most secure for the Commission's staff to use.
- The senior staff person on-site will gather staff and notify them of the reason for the evacuation and the best evacuation route to leave the building.
- If it is safe to leave, the senior staff persons on-site will accompany staff to the designated exit when it is safe to leave.
- If it is not safe to leave, the Commission's staff and participating contractors will remain locked in the Commission's space until it is safe to resume an evacuation from the building.
- Once it is safe to leave, the senior staff persons on-site will escort participating staff to the recommended building exit.
- The senior staff person on-site or his or her designee will make a round of all office spaces to ensure all staff have left and all entrances and exits are secure.
- All staff will be released for the day.
- The senior staff person on-site will notify the Chair and the Vice-Chair regarding the outcome of the evacuation of the building and when the Commission operations can reconvene from that location.
- If the Commission cannot reconvene from its office space, the Executive Director, Deputy Executive Director, and the Administrative Director, will schedule all future meetings through a different virtual environment utilizing the videographer's studio and home locations for all staff until it is safe to reconvene its operations from the Commission's office space.