

Commission Evacuation Plan

Notifications:

If the Commission is in session, and staff member or a Commissioner receives notice to evacuate the building, the person receiving the notice shall immediately inform the Chair, who will make the evacuation notice public. All persons in the Commission offices shall immediately evacuate the building. As soon as possible, the Chair shall notify Commissioners, staff, and the public of an estimate when the Commission will reconvene. Once the need to evacuate is ended, Commissioners, staff and the public shall be notified as soon as possible. The Chair shall determine when the session will reconvene, and Commissioners, staff, and the public shall be informed of that time as soon as possible.

If the Commission is not in session, and a staff member receives notice to evacuate the building, all persons in the Commission offices shall be immediately notified and shall immediately evacuate the building. If Executive staff is in the Commission offices, the Executive staff shall notify Commissioners as soon as possible. If no member of Executive staff is in the Commission offices, the staff person receiving the notice shall notify Executive staff as soon as possible, and Executive staff shall notify the Commissioners as soon as possible. Once the need to evacuate is ended, Commissioners shall be notified.

Evacuation Process:

If notice is received that building in which the Commission offices are located is to be evacuated due to a building-related issue, all persons in the Commission offices shall evacuate immediately, using the elevators if safe to do so, otherwise using the stairways. If a person is unable to use the stairways, a staff person shall remain with that person and arrange for an alternative evacuation process. Persons evacuated shall remain on the median grass strip across from the building, or where otherwise directed, until notice is received that the evacuation order has been lifted.

If notice is received that the building in which the Commission offices are located is to be evacuated due to an external threat, all persons in the Commission offices shall, as the situation and time permit, secure all equipment, before evacuating. If the external threat makes it unsafe to evacuate the building, all persons in the Commission offices in the offices, behind locked doors, until notice is received that either the threat has ended or that is otherwise safe to leave.

In either case, the most senior staff member present will check all office spaces and restrooms to ensure that all staff have evacuated.