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POLICY

Quarterly fire evacuation drills are conducted to provide staff practice in evacuation procedures. Full evacuation of the facility is practiced during each drill.

The Emergency Management Director, or a staff person designated by the Chair, shall observe each fire drill. This person will monitor the effectiveness of the fire drill and make recommendations for changes in procedures as problems are identified.

Seasonal tornado drills are conducted during the spring to move individuals to the safest possible area. All tornado drills are documented in the same manner as fire drills.

The Human Resources Director will update the employee call list and Emergency Management Director will disseminate the employee call list, to be used in the case of an emergency, or if the offices are closed due to inclement weather conditions. This list will be updated each quarter of the year.