


# POLICIES AND PROCEDURES

TO: All Port Employees		SUBJECT: Evacuation of Port Premises	
POLICY MEMO NO. 79-09		EFFECTIVE DATE: March 29, 1979	REVISION DATE:
APPROVED BY:  GREGORIO C. SANCHEZ, General Manager			
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
<p><u>SCOPE:</u></p> <p>In the event of fire or any unpremeditated act of emergency at the Port Area Complex, all employees and tenants are hereby advised that when evacuation is deemed essential, the decision will be announced by the Port General Manager and the Harbormaster.</p> <p><u>FORMULATED PLAN FOR EVACUATION:</u></p> <p><u>First Floor - Administration Building</u></p> <ol style="list-style-type: none"><li>1. Exit on east side of building to be utilized by tenants nearest to.</li><li>2. Front and rear doors are main exists.</li></ol> <p><u>Second Floor - Administration Building</u></p> <ol style="list-style-type: none"><li>1. Exit on east side is assigned to offices beyond the main lobby.</li><li>2. Exit on west side is for offices in that sector.</li><li>3. Caution on going down stairs.</li></ol> <p>NOTE: Safety and Security personnel will be assigned for each floor to supervise evacuation.</p> <p><u>Other Buildings</u></p> <ol style="list-style-type: none"><li>1. Move cautiously from the doors and proceed to safe distance.</li><li>2. De-energize the power before leaving the building.</li></ol> <p><u>EXTREME PROCEDURES:</u></p> <ol style="list-style-type: none"><li>1. All occupants should clear the building and stay at least 500 feet away.</li><li>2. Safety and Security personnel will assist Fire Department and other agencies.</li><li>3. Security should provide keys to any building.</li><li>4. All tenants will remain outside in designated security area until</li></ol>			

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such time the endangered area is declared safe.

5. All confidential and classified documents are to be secured. Person in charge must be available.