Wilson County Sheriff's Office Emergency Evacuation Plan

The effect of any emergency must be controlled by the proper means of a pre-emergency plan. The Wilson County Sheriff's Office has developed and adopted the following plan for response by employees to emergency situations that may occur in the workplace.

FIRE:

- If an alarm sounds or a member of management orders the evacuation of the building, remain calm, walk to the nearest exit and leave the building immediately. **Do not use the elevator and proceed to main parking lot at the intersection of Goldsboro and Greene.**
- Escape routes are posted throughout the building. A layout of the building clearly marked with escape routes is posted in each hallway.
- On-Duty Supervisor will be responsible for making contact with 911 and request the proper fire department to respond.
- Fire Drills should be conducted twice per year; thereby familiarizing the staff of proper action to be taken.

BOMB THREATS:

- Attempt to get as much information about the boom as possible from the caller.
- Notify the sheriff or the highest ranking officer in the office immediately and assist in the beginning of evacuation of the building. Remain calm, walk to the nearest exit and leave the building immediately and proceed to main parking lot at the intersection of Goldsboro and Greene.
- Escape routes are posted throughout the building.
- Contact 911 to report the situation.
- Notify the Sheriff, Major and Captain.
- A drill should be held annually to familiarize personnel regarding the procedures to take.

TORNADO:

- Upon receiving notification of Tornado watches and warnings from 911; personnel should keep alert to weather conditions.

- When a Tornado warning is issued all personnel will move to the interior room away from all windows.
- A Tornado drill should be conducted once a year to familiarize staff with procedures to take during a tornado warning.

Wilson County Sheriff's Office

Sheriff Calvin L. Woodard, Jr

RTF