

Tidewater Youth Services Commission

Operating Instruction

Subject: Code Word and Evacuation Procedures for 2404 Airline Blvd. (Main Office) 1.8

Issued by: Shawn Sawyer, Executive Director

Effective Date: October 22m 2019

Issued to: All Employees

Expiration Date: None

The following procedure has been established to address an issue within the interior of the main office (2404 Airline Blvd) that would require employees to evacuate the building without a clear call for evacuation.

- Code Word: A code word has been established and shared with staff whose home base is the main office. An employee who frequently works out of or visits the main office can obtain the code word from any administrative staff.
- The office phone paging system will be utilized to announce the code word and any additional instructions depending upon the situation.
- If the code word is announced staff are to evacuate the building to the meeting area closest to your location. The meeting areas are:

Area 1: TYSC sign along Airline Blvd.

Area 2: Bank parking lot

Area 3: Back of the employee parking lot (Oregon Avenue) side of the building.

Area 4: Van parking lot (Adjacent to the employee entrance)

- There may be a situation that requires you to evacuate the building via a specific exit. If so this information will be included with the code word. **Proceed out of that exit and to the meeting area closest to that exit.** Exits are as follows:

Exit 1: Handicapped exit on the front of the building

Exit 2: Main door exit on the bank side of the building

Exit 3: Storage room exit on the back of the building

Exit 4: Employee exit on the van parking lot side of the building

- Employees will be directed back to the building once the situation has been resolved.

This OI is confidential and should not be shared with anyone who is not a TYSC employee