



# EMERGENCY EVACUATION PLAN TEMPLATE

Original Release Date:  
5/8/2014

Effective Date:  
5/8/2014

Revision Date:  
Original

## Table of Contents

<b>OBJECTIVE.....</b>	<b>3</b>
<b>GENERAL.....</b>	<b>3</b>
<b>PROCEDURE.....</b>	<b>3</b>
<b>PRIMARY EVACUATION ROUTE.....</b>	<b>4</b>
<b>STAGING AREA I.....</b>	<b>4</b>
<b>SECONDARY EVACUATION ROUTE.....</b>	<b>4</b>
<b>STAGING AREA II.....</b>	<b>5</b>
<b>SECURITY MANAGER RESPONSIBILITY.....</b>	<b>5</b>
<b>INCIDENT COMMANDER RESPONSIBILITY.....</b>	<b>5</b>
<b>PRISONER EVACUATION PROCEDURE.....</b>	<b>6</b>
<b>COMMUNICATIONS.....</b>	<b>6</b>
<b>MEDIA INQUIRIES.....</b>	<b>7</b>
<b>REVISIONS.....</b>	<b>7</b>

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original

**OBJECTIVE**

To ensure a safe and orderly evacuation of the courthouse.

**GENERAL**

A general evacuation of the \_\_\_\_\_ may be necessary during an emergency situation such as:

a) building fire

b) armed individuals

c) suspicious package

d) bomb threat

e) or other reasons the judiciary, court staff, or the public at risk. Should an emergency evacuation of the courthouse become necessary, it will be the responsibility of the Court Security Officer and Clerk of Court to ensure that the proper emergency response agencies are notified using 911 and that all individuals in the courthouse are evacuated to a safe distance from the building in a safe and orderly manner.

**PROCEDURE**

During an evacuation the Court Security Officer will be responsible to ensure all areas of the courthouse have been searched and cleared of all personnel within the building. In the event of a fire alarm, the Court Security Officer at the control desk (screening desk) will note the location of the signal source using the Automated Fire Panel. This will determine the designated evacuation route. All other evacuations will be based on location of incident.

Elevator use will not be prohibited in an emergency and the Court Security Officer will inspect to ensure no one is inside the elevator. Assistance shall be provided to persons with disabilities to ensure their evacuation.

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original

**PRIMARY EVACUATION ROUTE**

The primary evacuation route for the general public and all non-court employees will be out through the main lobby doors and then proceed to the assigned staging area.

Court employees will exit through the nearest emergency exit then proceed to their assigned staging area.

**STAGING AREA I**

a) The staging area for all evacuated members of the public will be:

---

---

---

---

b) The staging area for all court employees will be:

---

---

---

---

(An administration staff recall should be conducted at this time)

**SECONDARY EVACUATION ROUTE**

In the event the main lobby is not an emergency evacuation option due to safety reasons, the secondary evacuation route for all evacuated members of the public will be:

---

---

---

---

All court personal will exit the nearest emergency exit.

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original

**STAGING AREA 2**

a) The secondary staging area for all evacuated members of the public will be:

---



---



---

b) The staging area for court employees will be:

---



---



---

(Administration staff recall should be conducted at this time)

**SECURITY MANAGER RESPONSIBILITY**

The Security Manager shall assign a Court Security Officer to assume the responsibility of An Incident Commander. The Incident Commander shall work with first responders as a unified command.

**INCIDENT COMMANDER RESPONSIBILITY**

A) Determine the location of the fire/emergency incident and direct the Court Security Officer(s) to the designated evacuation route.

B) Evacuate and exit the courtroom.

C) Direct members of the public to the direction of the designated evacuation route, Primary or Secondary.

D) Check all public restrooms, elevators, conference rooms, judge chambers, staff lounge/break room, cubicles, prisoner cell block, basement etc. to ensure everyone has evacuated.

E) Court Security should work in pairs whenever possible.

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original

F) As floors are cleared, radio communication (except for bomb threat) shall be made to the Incident Commander of the progress being made and wait for further instruction.

G) A Court Security officer will direct the public to their assigned staging area.

H) The Court Security Officer will provide security at the staging area for court staff.

I) A Court Security officer roll call shall be conducted once the building is deemed cleared by the Incident Commander or his/her designee. A meeting with the Clerk of Court to confirm all staff has been accounted for shall also take place.

\* In the event someone is unaccounted for, the Incident Commander will be notified immediately.

J) Court Security Officers will use channel one (1) for operations and use channel two (2) for alternate logistics if needed.

K) Once the Incident Commander deems the building safe to return to normal operations, all returning members of the public will be re-screened upon re-entering the courthouse.

**PRISONER EVACUATION PROCEDURE**

In the event of an emergency evacuation, the following steps regarding the evacuation of prisoner will be:

---



---



---



---

**COMMUNICATIONS**

To avoid any confusion, please limit any communications to loved ones only to notify them that you are safe. Please refrain from sharing any details of the type of emergency that is taking place.

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original

**MEDIA INQUIRIES**

All media inquiries shall be forwarded to the New Hampshire Judicial Branch Communications Director.

**REVISIONS**

Document Revision	Description of Change	Approval	Effective Date
1	Initial Release	AOC DIRECTOR	5/8/2014

---

State of New Hampshire Judicial Branch

Original Release Date: 5/8/2014	Effective Date: 5/8/2014	Revision Date: Original