
Administrative Policy and Procedure for Fire and Evacuation Instructions

- 1.0 Purpose** - To ensure all members of the Forensic Biology Section are aware of the procedures to egress the building safely in the case of an emergency.
- 2.0 Scope** - This policy applies to all employees of the Forensic Biology Section who work in the Raleigh Crime Laboratory.
- 3.0 Policy**
- 3.1** The Fire alarm and Emergency evacuation plan is posted in the Forensic Biology Section break room (Room 2250D), each suite and along the section hallways.
- 3.2** If the fire alarm sounds, even for a brief period, the building shall be evacuated.
- 3.3** If there is a visitor in the Section and the alarm sounds, the Section employee escorting the visitor is responsible for ensuring the visitor's safe evacuation.
- 4.0 Fire alarm/Evacuation Procedures**
- 4.1 Location: Main lab building**
- 4.1.1** Exit the building using the stairwell on the second floor to the far right of the lobby on the second floor. The Office Assistant, Forensic Scientist Manager or Forensic Scientist Supervisor shall take the evacuation roster by the front door and quickly mark which analysts are currently in the building from the attendance board.
- 4.1.2** Follow the stairs down to the building exit using the door on the ground floor (1st floor).
- 4.1.3** Proceed to the sidewalk on the opposite side of the flagpoles farthest from the building and stand with the Forensic Biology Section.
- 4.1.4** Ensure you have been counted as present by the Supervisor, Manager or designee.
- 4.1.5** Wait for the all clear from the employee in charge of the building for the day.
- 4.2 Location: New Wing**
- 4.2.1** If you are in the New Wing exit the building using the stairwell in the back right corner of the floor you are on. Proceed around the building until you reach the cement lot in the receiving area on the back side of the building. Stand on the farthest side of the dumpster away from the building.
- 4.2.2** Ensure you have been counted as present by the Supervisor, Manager or designee.
- 4.2.3** Wait for the all clear from the employee in charge of the building for the day.

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
12/18/2013	2	Header – added issuing authority; 4.1 – clarified procedure wording; 4.2 – removed basement references