



## Building Closure and Evacuation Policy

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This policy identifies the process for closing and evacuating County owned and leased buildings in the event of an emergency or other reason requiring an immediate decision on whether to close or evacuate.

Each building shall have a designated person who shall be referred to as the “building lead” and who is the primary responsible person that has the authority to make decisions regarding building closures or evacuations. Each building lead shall have one or more designated backups who are to serve as the building lead in the event that the primary building lead is unavailable (See attached list indicating the current building leads and backups and their contact information).

The scenarios where a particular building closure and/or evacuation might occur include, but are not limited to, a loss of electricity, water or plumbing, a nearby toxic spill, or a localized severe weather event like a tornado (but not snow events – for snow closures see [inside.arapahoe.gov.com/341/Snow-Closure-Procedures](http://inside.arapahoe.gov.com/341/Snow-Closure-Procedures)). A building closure or evacuation can be total or partial.

Closures due to business or policy related reasons are not the subject of this policy.

The decision-making and communication process for a building closure or evacuation shall be as follows:

1. Decision to Close/Evacuate

Information regarding an emergency or other occurrence that might give rise to the need to close and/or evacuate a County building shall be promptly reported to the building lead, or backup if the building lead is unavailable. If such information is being reported by an employee, the information shall also be reported to the employee’s supervisor, and by the supervisor to the department head/elected official. If such information concerns an emergency requiring immediate emergency response, such information shall also be reported to 911.

Once aware of the information, the building lead or backup shall consult with such internal or external persons or other resources as may be appropriate under the circumstances, to evaluate the nature of the situation and the pros and cons of closure/evacuation. Such consultation shall typically include the Risk Manager and Director of Fleet and Facilities Department, as well as any elected officials/department directors whose offices may be impacted by the decision on whether to close/evacuate the building, unless the emergent nature of the situation does not allow time for such consultation.

2. Communication of Building Closure/Evacuation

Once a decision has been made to close and/or evacuate a building, the building lead or backup shall immediately contact the Director of Communication and Administrative Services (DCAS), or their backup, and then the Director or backup shall immediately relay the information about the closure or evacuation to all of the BoCC and all elected officials and department directors. The Director of Communication and Administrative Services, or backup, shall also be responsible for any appropriate media or public notifications or press releases, and notification to employees.