



# HEADQUARTERS

Communications Evacuation procedures information  
is **confidential**

# Evacuation



## HEADQUARTERS

This section establishes procedures to be followed in the event Headquarters Communications Center needs to be evacuated.

*Palm Beach County Sheriff's Office*

**COMMUNICATIONS**

*"The calm during  
the storm."*





# Evacuation

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## Check-off list

- Notify Communication Management Team:  
S/M Thomas Cunningham XXX-XXX-XXXX or  
D/M Schmidt XXX-XXX-XXXX
- Ensure all on-duty personnel are prepared to evacuate to the designated meeting location prior to relocating to secondary site.
  - portables, cell phones, personal belongings, briefcases, and laptops ready to go
- Notify the Central Watch Commander.
- CDO's Transfer all 9-1-1 phone lines to Fire Rescue (refer to page 4)
- Identify personnel to send to Fire Rescue to answer 9-1-1 calls.
- At Fire Rescue there are a limited number of radio positions available.
- If needed, personnel can be sent to the Airport, Royal Palm Beach, Glades, and/or Courthouse Communications Centers to assist with radio traffic.
- The Incident Command Unit can be utilized for a command post and to assist with radio traffic.
- The District Talk Groups should switch to emergency traffic only.
- Have Teletype send Countywide message that Communications has evacuated.
- In the event of a building evacuation, Teletype will evacuate to their backup location in the Jail.
- Notify Palm Beach County Fire Rescue XXX-XXX-XXXX
- Notify all of the District Communications Centers:  
Airport Communications (XXX-XXX-XXXX)  
Courthouse Communications (XXX-XXX-XXXX)  
Royal Palm Beach Communications (XXX-XXX-XXXX)  
Glades Communications (XXX-XXX-XXXX)  
Teletype Section (XXX-XXX-XXXX)
- **When notifying all district Communications Centers have them now monitor the Commo Channel for further instructions. (Zone 4 Position 9 on portables)**
- If the building is being evacuated, the building page system can be used to alert employees.
- CSRT should be put on alert status. For call out contact the CSRT Supervisor to notify the on-call group.

## Check off list

Forward 9-1-1 Lines:

9-1-1 activation of alternate phone routing:

- Dial 1-XXX-XXX-XXXX from any phone.
- It will ring approximately 6 times.
- Enter the access code (AARS Sheet) followed by the star key ( \* ).
- Activate alternate routing by dialing XXXX
- Disconnect from the system by dialing XXX

Important VESTA information:

- If you have evacuated the center and there are still 911 lines that did not get answered AT&T remote cannot transfer that trunk to the new location until



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# Emergency-Evacuation



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