

Subject: Use of City Hall Emergency Paging System

Purpose:

This policy outlines the appropriate use of the City Hall Emergency Paging System.

Procedures:

The paging system throughout the City Hall facility was installed for use in emergency situations only. This is different from the Police Department system which is used only within the 1st floor work area of the Department. That system is used by Police staff to conduct department business.

Following are the appropriate uses of the City Hall system, as well as uses that are not permitted.

Permitted Uses:

- Activation by Police Department and/or designated staff to alert City Hall building occupants of an emergency situation. This includes events that may call for building occupants to:
 - Lock down the facility.
 - Shelter in place.
 - Evacuate the facility.
- Activation by the City Manager and/or designated staff during use of the facility as the Emergency Operation Center (EOC) following a declared emergency/disaster.
- Activation by the City Manager, Police Department and/or designated staff to communicate an urgent/emergency message to City Hall occupants at one time.

Not Permitted Uses:

- Activation to page staff members during a non-emergency situation. Traditional communication methods such as cellular telephones and pagers are to be used for contacting staff.
- Any other use that is not related to an emergency situation within the City Hall facility.