

**SECTION 6 – COUNCIL EMPLOYEE SAFETY**

SECTION 6.00 – CITY HALL EMPLOYEE SAFETY HANDBOOK..... 2  
SECTION 6.01 - BUILDING EVACUATION PROCEDURES.....2  
SECTION 6.02 - OFFICE SECURITY .....2

## **SECTION 6 – COUNCIL EMPLOYEE SAFETY**

### SECTION 6.00 – CITY HALL EMPLOYEE SAFETY HANDBOOK

Being prepared is the most important way to help yourself and others in an emergency situation. The City of Cleveland has prepared a *Cleveland City Hall Employee Safety Handbook*, a copy of which may be obtained from the Clerk. It is currently being reviewed by City Administration, and will be amended and reissued shortly. Once a new safety handbook is complete, all employees will receive a copy. Nevertheless, you should review the current handbook now and from time to time so that you will know what to do if the need arises.

In addition, Council employees should be aware of several safety or security policies that apply specifically to the Office of the Council.

### SECTION 6.01 - BUILDING EVACUATION PROCEDURES

In cases of serious emergencies, such as fire, earthquake, or threats of violence that involves serious physical harm to employees or significant danger to the physical structure of the building, please leave the premises immediately upon notice.

In case of fire or fire drill, please exit by way of the stairs. **Do not use elevators.**

**The evacuation area designated for the Office of the Council is Mall C, on the West Side of the City Hall Building.** Please do not hesitate to follow any safety instructions given at such times.

### SECTION 6.02 - OFFICE SECURITY

A uniformed police officer is assigned to the Office of the Council to preserve order and provide basic security in the Council Chamber and adjoining Council offices. As special duty, security will be assigned as detail for the Council President where necessary. Additional duties include the following: investigation of any irregular or criminal activity within the confines of the Office to the Council and Chamber; assist in handling all walk-in complaints; provide Regional Management System (RMS), OH 1 Crash and Incident Reports as needed; escort unauthorized or disruptive individuals from the premises; provide crisis intervention; and to take any other appropriate action deemed necessary to provide safety and protection for the Office of the Council and staff.