

Exhibit 2

Evacuation Procedures for Park District Facilities

Evacuation procedures exist for the facilities that have regularly scheduled employees as listed below, and are included in the following pages:

Bainbridge High School Gymnastics Room

Battle Point Park Services Office

Battle Point Park Services Shop

Battle Point Park Transmitter Building

Eagledale Pottery Studio

Fay Bainbridge Park Shop

Strawberry Hill Center

Strawberry Hill Park Administrative Office

Teen Center

Waterfront Park Community Center

(See Exhibit 3 for Bainbridge Island Aquatic Center)

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

BAINBRIDGE HIGH SCHOOL GYMNASTICS ROOM

If You Need to Evacuate the Facility

1. Tell all other employees in the facility to begin evacuation procedures immediately. Call or direct one employee to call 911 and a Supervisor.
2. Tell any public in the area to evacuate.
3. If you have a safety kit near an exit and it is safe to do so, take the kit along.
4. Exit through the front door and proceed across the parking lot.
 - If you need to exit through the back door, then proceed up the stairway and go outside the building. Take the outside stairway and proceed around the Commodore Gym and through the playground.
 - If exiting from the balcony, then proceed outside the building and down the outside stairway, around the Commodore Gym and through the playground.

Go the designated emergency meeting spot outside the building.

- Emergency Meeting Spot for BHS Gymnastics Room: **Corner of sidewalk by Aquatics Center Parking Area**
4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
 5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

BATTLE POINT PARK SERVICES OFFICE

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. Tell any public in the area to evacuate.
3. If you have a safety kit near an exit and it is safe to do so, take the kit along.
4. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for BP Park Services Office: **Outdoors at Main Gate Entry to Shop Yard**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

BATTLE POINT PARK SERVICES SHOP

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. Tell any public in the area to evacuate.
3. If you have a safety kit near an exit and it is safe to do so, take the kit along.
4. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for BP Park Services Shop: **Outdoors at Main Gate Entry to Shop Yard**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

BATTLEPOINT PARK TRANSMITTER BUILDING

If You Need to Evacuate the Facility

1. Tell all other employees in the facility to begin evacuation procedures immediately. Call or direct one employee to call 911 and a Supervisor.
2. Tell any public in the area to evacuate.
3. If you have a safety kit near an exit and it is safe to do so, take the kit along.
4. Exit through the front door and proceed down the stairs.
 - If the exit is blocked or unsafe, then exit through the side door by the bars and proceed down the stairs and around to the front of the building.
 - If there is no safe exit and you are able to, then proceed down the stairs to the basement and exit through the large basement doors.
3. Go to the designated emergency meeting spot outside the building.
Emergency Meeting Spot for BPP Transmitter Building: **Center of Grass in Roundabout**
4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

EAGLEDALE POTTERY STUDIO

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. If you have a safety kit near an exit and it is safe to do so, take the kit along.
3. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for Eagledale Pottery Studio: Picnic Shelter
4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

FAY BAINBRIDGE SHOP

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. If you have a safety kit near an exit and it is safe to do so, take the kit along.
3. Go the designated emergency meeting spot outside the building.

Emergency Meeting Spot for Fay Bainbridge Shop: **Gate to Shop Yard**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

STRAWBERRY HILL CENTER

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. If you have a safety kit near an exit and it is safe to do so, take the kit along.
3. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for Strawberry Hill Center: **Picnic Shelter**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

STRAWBERRY HILL PARK ADMINISTRATIVE OFFICE

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. Tell any public in the area to evacuate.
3. If you have a safety kit near an exit and it is safe to do so, take the kit along.
4. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for SH Admin Office: **Outdoors on far side of parking lot.**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

**BAINBRIDGE ISLAND
TEEN CENTER**

If You Need to Evacuate the Facility

1. Inform employees and any public in the facility to begin evacuation procedures. Direct one employee to call 911 and a Supervisor.
2. If you have a safety kit near an exit and it is safe to do so, take the kit along.
3. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for Teen Center: **Across street from front door in dirt parking area**
4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort. If minors, try to locate responsible adults/parents to which to release them.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and check that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding personnel that an employee is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.

Bainbridge Island Metropolitan Park & Recreation District

FACILITY EVACUATION PROCEDURE

FOR

WATERFRONT PARK COMMUNITY CENTER

If You Need to Evacuate the Facility

1. Receptionist or staff makes an all-call intercom announcement to evacuate the facility immediately. Call or have them call 911 and a Supervisor.
2. Take the safety kit and cell phone from the receptionist office and carry it to the emergency meeting spot.
3. Each employee is charged with helping to evacuate one wing of the facility and making sure that the premises are completely empty of guests, members, service recipients and program participants.
3. Go to the designated emergency meeting spot outside the building.

Emergency Meeting Spot for Waterfront Park Community Center: **Opposite flagpole on far side of Brien Drive SE**

4. Stay at the emergency meeting spot until contacted by your supervisor and/or you are given further direction by responding personnel.
5. If there are participants evacuating as well, give them reasonable care and comfort.

If You Are a Supervisor Notified of an Evacuation of a Facility

1. Tell all your employees to evacuate to the emergency meeting spot, and complete a final check of the entire facility to ensure that all people have been evacuated from the facility and area.
2. Verify 911 has been called.
3. Go to the emergency meeting spot and check that all employees are accounted for. If any employee or community member is missing, *do not re-enter the structure!* Notify the responding personnel that an employee or community member is missing and may be in the building.
4. If you are unable to go to the emergency meeting spot, stay in touch with the lead employee there.
5. Notify your immediate Supervisor of the situation.
6. Assist as able.