

Section: Emergency Planning	Subsection: Evacuation/Relocation Code Green	Policy Number: EPP-1086
Subject: Internal Traffic Control		Effective Date: June 2022, April 2013
Standard:	Authority: CEO	Supercedes: Feb 2012
		Page 1 of 1

Policy:

Belvedere Heights shall have in place, a system for organizing the flow of internal traffic.

Procedure:

1. The CEO will assume the responsibility for ensuring smooth traffic control within the facility. He/she will communicate requirements to the Office Manager, who will be stationed in the Staff Pool Area.
2. The Office Manager will direct staff to report to the location where they are needed. i.e. monitoring entry/exit doors, elevators, home exit doors.

Authorized Signing Authority

Date