



GENERAL SERVICES DEPARTMENT
OPERATING PROCEDURE

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|---------------------------|
| Number: 2.4 |
| Date Issued*: 11/19/07 |
| Reviewed/Revised: 6/25/13 |
| Page: 1 of 2 |

Subject: Emergency Evacuation

I. PURPOSE

Provide direction for a uniformed Emergency Evacuation process for the occupants located at the Thomas O. Price Service Center.

II. DEFINITIONS

A. **Thomas O. Price Service Center – TOPSC**

B. **TOPSC Occupants** – City of Tucson occupants residing at the TOPSC including the General Services Department (GSD); Fire’s Communications Center; TPD’s Dispatch Center; Transportation’s Electric Shop; Procurement’s Surplus, Auction and Materials Management (SAMM); Environmental Services (ES), Information Technology (Data Services) and the non-profit organization Tucson Clean and Beautiful (TCB). (Fire’s Communications Center and TPD’s Dispatch Center will follow Emergency Evacuation plans specified in Continuity of Operations Plans specific to TPD and Fire.)

III. RESPONSIBILITIES

A. **GSD Safety Coordinator**

The GSD Safety Coordinator will coordinate a facility Emergency Evacuation plan with the TOPSC occupants and TCB, which will correspond with the Central Safety Services S-020B “Evacuation Procedures for City Buildings.”

B. **TOPSC Occupants**

Each TOPSC occupant within the facility shall be responsible for developing its own individual Emergency Evacuation plan.

C. **Central Safety Services**

Assist City of Tucson Departments in the development and implementation of Emergency Evacuation plans.

IV. PROCEDURE

A. Emergency evacuation of the TOPSC will be conducted in accordance with the Department Emergency Evacuation plans of each individual organization.

B. Evacuation drills shall be scheduled by the GSD Safety Coordinator and performed at least once annually.

C. The GSD Safety Coordinator and Central Safety Services will conduct Fire Warden and Emergency Evacuation training annually for TOPSC occupants.

D. Section Supervisors shall train employees on workplace Emergency Evacuation procedures.



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Attachments: None.

References: S- 020B "Evacuation Procedures for City Buildings
<http://drupal.ci.tucson.az.us/files/central-safety/pdfs/oshm/S-020B.pdf>

Review Responsibility and Frequency: General Services Department Safety Coordinator shall review this procedure annually.

Authorized:



Department Director



Date