



ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER <b>2.03-1</b>	PAGE <b>1 of 8</b>
	EFFECTIVE DATE <b>July 1, 2017</b>	

I. **PURPOSE**

To establish procedures for evacuation and control of emergencies in all City buildings and to specify City administration and staff responsibilities in emergency situations, including fire, bomb threats and evacuation.

II. **POLICY**

For emergencies or potential emergency situations, the City Manager, Incident Commander or designee shall determine the type of evacuation. It is imperative that employees comply with all listed procedures in this policy. If evacuation is required, no employee shall re-enter the building until direction is given from the City Manager, Incident Commander or designee.

III. **DEFINITIONS**

- A. **Evacuation Map** – The aerial view of a specific building identifying the emergency exits and safe zone out of the building for employee congregation. Central Safety Services (CSS) will work on creating this with the department and make it available on the CSS website as needed.
- B. **Evacuation Plan** – The evacuation plan posted inside the building on each floor and in designated areas identifying the emergency exits and exit routes for all occupants and visitors. The Asset Management Division of the Environmental and General Services Department will create and update the plans in conjunction with the Fire Department and provide it to departments on an as needed basis.
- C. **Full Evacuation** – the immediate exit of all occupants from the building upon the signal of a fire alarm, or a signal determined by the department and approved by the Risk Management Division for buildings without fire alarms.
- D. **Partial Evacuation** – the immediate exit of all occupants from within a specified portion of a building upon the notice or signal of a fire alarm, or a signal determined by the department and approved by the Risk Management Division for buildings without fire alarms.
- E. **Occupants** – All individuals within the building, including employees, visitors, vendors, contractors and all others not specifically identified.
- F. **Incident Commander (IC)** – The individual responsible for all incident activities. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- G. **Command Post** - The site outside each City building where the IC controls the emergency response operation.



ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER <b>2.03-1</b>	PAGE <b>2 of 8</b>
	EFFECTIVE DATE <b>July 1, 2017</b>	

- H. **Safe Area** - The area outside each City building designated as the place where building occupants shall proceed during an evacuation to await authorization to re-enter the building.
- I. **Fire Warden** – A person assigned to each wing of each floor who facilitates the safe and orderly evacuation of City buildings during emergency situations and drills.

**IV. RESPONSIBILITIES**

**A. DEPARTMENT DIRECTORS**

Department directors shall:

1. Ensure the evacuation of all employees who have not declared a disabling condition preventing them from evacuating;
2. Coordinate with the Fire Department (Fire Prevention Division) or the Safety Team with the Office of Risk Management, the development and administration of evacuation procedures and ensuring training of Fire Wardens taking place;
3. Review and approve all evacuation maps and plans;
4. In coordination with Facilities and Communications Maintenance (FCM) and Tucson Fire Department, all emergency drills to test the fire alarm system, evacuation plans and protocols, and the capability of occupants to evacuate buildings quickly;
5. Ensure the evacuation route plans and instructions are wall mounted in each major office area and exit in City buildings;
6. Ensure that prominent signs are installed by each elevator in City buildings saying: "IN CASE OF FIRE USE STAIRS;"
7. In buildings occupied by two or more departments, in conjunction with FCM, the department directors of each department shall work together to develop evacuation plans and publicize those plans to staff; and
8. When a department occupies leased or rented space, the Department Director shall ensure that evacuation plans for the space are developed and publicized to staff.



**ADMINISTRATIVE DIRECTIVE**

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER <b>2.03-1</b>	PAGE <b>3 of 8</b>
	EFFECTIVE DATE <b>July 1, 2017</b>	

**B. RISK MANAGEMENT DIVISION**

The Safety Team shall:

1. Coordinate with the Fire Department (Fire Prevention Division) the development and administration of evacuation procedures and training of Fire Wardens;
2. Ensure that evacuation route plans and instructions are wall mounted in each major office area and exit in City buildings; and
3. Ensure that prominent signs are installed by each elevator in City buildings saying: "IN CASE OF FIRE USE STAIRS."

**C. FACILITIES and COMMUNICATIONS MAINTENANCE**

In the event of an emergency, FCM staff provides access to Public Safety Officials to buildings, equipment and equipment rooms. The Communications Dispatcher will, after notifying the Fire and Police Department, notify the Director of Operations. After normal working hours, the on-call division supervisor is notified when emergencies occur at city buildings to provide assistance. The Director of Operations will then notify FCM. FCM will then:

1. Dispatch appropriate employees to the scene who, along with any on-duty contract security staff, will report to the IC.
2. When requested by Fire or Police officials, reset alarm systems, provide entry into various building areas using a master key, shut off utilities, and monitor operation of auxiliary power systems.
3. Be prepared to render appropriate assistance until notified by the IC that the building is cleared for re-entry.

FCM will conduct/coordinate required periodic inspections on all fire protection systems to include alarms, sprinklers, emergency backup power, exit signs and lighting, emergency generators and any other building equipment necessary for use during emergencies. Testing results shall be forwarded to the Fire Department and copies shall be kept on site.

**D. POLICE DEPARTMENT**

1. The Police Department has primary control, responsibility for emergencies included but not limited to bomb threats, active shooter, terrorism threats, and other emergencies as determined using the guidelines in the City of Tucson Disaster Control Plan. When assigned primary control responsibility, the Police Department



**ADMINISTRATIVE DIRECTIVE**

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER <b>2.03-1</b>	PAGE <b>4 of 8</b>
	EFFECTIVE DATE <b>July 1, 2017</b>	

will provide building security during an evacuation until the building is cleared for reentry by the Police Department.

2. The Police Department shall assist City departments and agencies in developing specific evacuation plans.

**E. FIRE DEPARTMENT**

1. The Fire Department has primary control responsibility for emergencies involving fire and medical and for other emergencies as determined using the guidelines in the City of Tucson Disaster Control Plan. When assigned primary control responsibility, the Fire Department will provide facility security during an evacuation until the facility has been cleared for reentry by the Fire Department.
2. The Fire Department shall assist City departments and agencies in developing specific evacuation plans.

**F. CITY EMPLOYEES**

Employees are responsible for notifying their supervisor of any disabling condition preventing evacuation or immediately evacuating their building when an emergency alarm is sounded. To assist in the evacuation of buildings, employees are responsible for knowing:

1. How to activate the fire alarm or designated evacuation signal for their building.
2. Two evacuation routes and safe areas to move to once outside the building.
3. How to assist visitors and others in the building who are unfamiliar with evacuation procedures and exit routes, including designated safe areas in the buildings where persons who would have difficulty evacuating the building may await rescue.

**G. FIRE WARDENS**

Fire Wardens shall be responsible for:

1. Familiarity with the floor arrangement, the number and location of occupants and the location of the floor exits in their assigned area.
2. A daily inspection to ensure that the fire door to the stairwell is maintained in the closed position and that no doors are obstructed or inoperable.
3. A monthly inspection of all portable fire extinguishers in the area.



## ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER	PAGE
	<b>2.03-1</b>	<b>5 of 8</b>
EFFECTIVE DATE		<b>July 1, 2017</b>

4. A monthly inspection of all Automated External Defibrillators (AED) in the area.
5. Maintaining an up-to-date listing of all people with disabilities who cannot use the stairs unaided. Temporary physical conditions such as limbs in cast and advanced stages of pregnancy should also be noted. Make arrangements to have these occupants assisted when evacuation is directed. If the evacuation of people with disabilities is not practical, assist these people in moving to the designated refuge area and ensure that the person is either next to a telephone or has a cell phone and dial 9-911 (from City telephones). Have that person remain in telephone contact with 911 until assistance arrives.

### V. EVACUATION PROCEDURES

#### A. **ALARM ACTIVATION**

The fire warning system shall be the alarm system for all emergencies requiring full evacuation. All occupants shall immediately evacuate city buildings at the sound of an alarm and go to their designated safe areas.

When partial evacuation is required, such as for bomb threats, all occupants within the specified portion of a building shall immediately evacuate on the verbal or electronic instruction to do so, and shall go to their designated safe areas.

The Fire Warden shall also call the Fire Department (dial 9-911 from a city phone to ensure notification in all cases).

**NO employee shall re-enter an evacuated building unless specifically authorized by the IC.**

#### B. **BUILDING EVACUATION PROCEDURES**

When evacuating city buildings in an emergency, **elevators shall not be used.** Anyone on the elevators when the alarm sounds shall proceed on the elevators directly to the ground floor and exit the building.

Specific evacuation procedures for city buildings occupied by only one department shall be determined by the department director, with assistance from the Fire Department and the Risk Management Division.

Specific evacuation procedures for city buildings occupied by staff from two or more departments shall be determined by the department directors, with assistance from the Fire Department and the Risk Management Division.

All specific evacuation procedures are subject to approval by the Fire Department.



## ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER <b>2.03-1</b>	PAGE <b>6 of 8</b>
	EFFECTIVE DATE <b>July 1, 2017</b>	

### C. RETURN TO WORK

1. For employees evacuated from a city building, employees will wait in designated safe areas as identified on the evacuation map until they are instructed to re-enter the building, report to another city facility to complete their workday, or are dismissed from the workday.
2. Dismissal from the workday shall be determined only by the City Manager or the Manager's designee.

## VI. RESPONSE TO FIRES

### A. REPORTING PROCEDURES

**All fires shall be reported by phoning "9-911" from city telephones.** The evacuation alarm for the building or area shall be sounded when the Fire Department is notified.

Employees should notify the Fire Department if they observe any of the following conditions:

- if smoke is seen or smelled;
- if any fire is spotted, regardless of size;
- if any condition is observed which could cause a threat to life or property.

### B. ATTEMPTING TO EXTINGUISH A FIRE

Employees should attempt to extinguish a fire only under the following conditions:

- the fire is blocking their only means of egress;
- after the alarm is sounded and evacuation of the area is underway;
- only if the fire is small (e.g., the size of your head), and only if the employees are capable of extinguishing the fire without risking injury to themselves or others;
- if they have been trained in the use of fire extinguishers.

## VII. RESPONSE TO BOMB THREATS

### A. REPORTED BOMB THREATS

1. Employees who receive incoming calls will be advised by department directors about types of information needed from a caller making a bomb threat (see



ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER	PAGE
	<b>2.03-1</b>	<b>7 of 8</b>
EFFECTIVE DATE		<b>July 1, 2017</b>

Bomb Threat Checklist, attached) personnel who routinely answer phones shall keep a copy of the checklist available for immediate use.

2. An employee, after receiving a bomb threat, shall immediately telephone the Communications Center by dialing "9-911." The call will be connected to the Police Department.
3. After taking the information from the person receiving the bomb threat, the Police service operator shall notify the Police communications supervisor and the Fire Department. The Police communications supervisor shall notify the Police Station Manning Unit, who shall subsequently notify the City Manager or the Manager's designee.
4. After providing the Police Department with all known facts, the employee reporting the incident shall notify his/her supervisor and department director.

**The supervisor or director shall instruct employees to evacuate the building, and shall activate the building's fire alarm system to evacuate the building.**

5. Employees should briefly look around their work areas for suspicious items as they evacuate the building. Employees who notice suspicious items shall report the location of such items to Police officials **after exiting the building.**

**B. SUSPICIOUS OBSERVATIONS WITHOUT A REPORTED BOMB THREAT/ACTS OF TERRORISM**

1. If anything out of the ordinary or of a suspicious nature is located, it should be left where it is without being touched. **The supervisor or department director shall order an evacuation of the immediate area, and shall notify the Police Department and the City Manager or the Manager's designee so they may consider evacuating the remainder of the building.** No access to the area should be allowed until members of the Police Department bomb unit arrive and can inspect the item.
2. During those hours when the City Manager or the Manager's designee are unavailable (usually after normal hours at City Hall), the Senior Police Command Officer on duty or the Command Officer's designee shall have the authority to order evacuations of city buildings.
3. If evacuation of a building is necessary, an alarm will be sounded and emergency evacuation procedures for city buildings shall be followed.



ADMINISTRATIVE DIRECTIVE

<b>EMERGENCY PROCEDURES FOR EVACUATION OF CITY BUILDINGS</b>	NUMBER	PAGE
	<b>2.03-1</b>	<b>8 of 8</b>
	EFFECTIVE DATE	
	<b>July 1, 2017</b>	

**C. BUILDING ACCESS DURING BOMB THREAT INCIDENTS AND ACTS OF TERRORISM**

In bomb threat instances, the Police Department is responsible for searching the building, removing the bomb (if any), and declaring the building to be safe for reentry. Fire apparatus will not approach the building, but will locate in the vicinity ready to initiate immediate action should a bomb explode. During a bomb threat emergency, the only entry into the building by Fire Department or FCM staff shall be at the request of the Police Department, in order to:

1. Provide access to locked areas;
2. Assist in determining that all personnel have, in fact, left the building;
3. Silence and reset the alarm system.

**IX. EMERGENCY DRILLS**

- A. Emergency drills shall be conducted in accordance with the Tucson Fire Code.
- B. Emergency drills shall be planned in advance after notification and coordination with the Fire Department, and the FCM division of the Environmental and General Services Department. Notification shall be made to Communications prior to the activation of any alarm for the purpose of a fire or evacuation drill. All department directors shall be notified about emergency drills, especially if their employees and/or buildings are involved.
- C. The Housing and Community Services Department is responsible for scheduling and coordinating emergency drills at city public housing facilities, with the assistance of the Fire Department.

**References** City of Tucson Emergency Procedure Guide (Orange "Flip Chart")

**Review Responsibility and Frequency** The City Manager, Fire Chief and Finance Director will review this Administrative Directive annually, based on date of publication. Last review date: May 8, 1990.

**Authorized**

  
 \_\_\_\_\_  
 City Manager  
 Michael J. Ortega

  
 \_\_\_\_\_  
 Date