I. PURPOSE

To establish procedures for evacuation emergencies in all City buildings and to specify City staff responsibilities in emergency situations.

II. DEFINITIONS

A. **Evacuation** - The immediate exit of all occupants from the building upon the signal of a fire alarm, or a signal determined by the Risk Management Division for buildings without fire alarms.

B. **Occupants** - All individuals within the building, including employees, visitors, and others.

C. **Incident Commander** - The officer so designated by the Fire Department for fires and by the Police Department for bomb threats.

D. **Command Post** - The area outside each City building designated as the meeting place for City employees with special evacuation responsibilities during building emergencies.

E. **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.

III. POLICY

The fire warning system shall be the alarm system for all emergencies. All occupants shall evacuate City buildings at the sound of an alarm. For emergencies or potential emergency situations, it is essential that all occupants, without regard to present activity, evacuate the building immediately. No employee shall reenter an evacuated building unless specifically authorized by the Incident Commander.

IV. RESPONSIBILITIES

A. **DEPARTMENT DIRECTORS**

Department directors shall designate individuals with responsibility for ensuring all building areas occupied by the department are completely evacuated in an emergency.

All department directors shall also provide the Police Department, the Fire Department, and the Risk Management Division of the Finance Department with a list of the names and work stations of all employees who require physical assistance in evacuating their building.
Department directors have the responsibility of communicating and periodically emphasizing to their employees the importance of compliance with the procedures described in this directive to ensure the safety of occupants in all City buildings.

Department directors shall develop evacuation plans for all buildings occupied solely by their staff. Plans shall include the location of safe areas for employees and command posts. (The location of these areas will be designated by the Police and Fire Departments.) Plans shall be reviewed and updated to reflect building modifications. Such plans shall be approved by the Risk Management Division and the Fire Department.

Department directors shall ensure that evacuation plans exist and are known to staff located in buildings which are occupied by two or more City departments. If an evacuation plan does not exist in such a building, directors shall report this condition to the Risk Management Division and the Fire Department.

Department directors shall ensure that evacuation plans exist and are known to staff located in buildings not occupied solely by City staff. If an evacuation plan does not exist in such a building, directors shall report this condition to the Risk Management Division and the Fire Department.

In those City-operated facilities where the Public Buildings Division does not have all keys necessary for building access, Department directors shall ensure that keys are available to public safety officials.

B. FINANCE DEPARTMENT, RISK MANAGEMENT DIVISION

The Risk Management Division is responsible for coordinating all emergency drills to test the Fire Alarm System and the capability of occupants to evacuate buildings quickly (see Section IX).

The Risk Management Division shall ensure that evacuation instructions are wall-mounted in each major office area and exit in City buildings. Evacuation instructions will include an evacuation route map for that area. Also, Risk Management shall ensure that prominent signs are installed by each elevator in multi-story City buildings saying: IN CASE OF FIRE USE STAIRS.

The Risk Management Division shall develop evacuation plans for buildings occupied by two or more City departments or agencies.

The Risk Management Division shall ensure that a method for alerting occupants to evacuate a building is in place in all buildings occupied solely by City staff.

C. OPERATIONS DEPARTMENT

During normal working hours, the Public Buildings Division is notified when an emergency occurs at a City building. Public Buildings is responsible for dispatching appropriate employees to the
scene who can provide assistance to public safety officials with building equipment and access.

The on-call Public Buildings Division supervisor is notified when an emergency occurs after normal working hours at a City building to provide assistance.

Public Buildings Division employees, with the support of the Communications Division Technical Section and the Fire Department, shall conduct periodic preventive maintenance checks on all alarm systems, auxiliary power systems, and any other building equipment necessary for use during emergencies.

The Public Buildings Division shall install emergency evacuation signs and instructions in those buildings maintained by Public Buildings, when signs are requested by the Risk Management Division.

D. POLICE DEPARTMENT

The Police Department has primary control, responsibility for emergencies involving bomb threats (see Section VII), and for other emergencies as determined using the guidelines in the City of Tucson Disaster Control Plan. Primary control responsibility includes responsibility for facility security during an evacuation, until the building is cleared for reentry.

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

E. FIRE DEPARTMENT

The Fire Department has primary control responsibility for emergencies involving fires (see Section VI), and for other emergencies as determined using the guidelines in the City of Tucson Disaster Control Plan. Primary control responsibility includes responsibility for facility security during an evacuation, until the building has been cleared for reentry.

The Fire Department shall assist City departments and agencies in developing specific evacuation plans for City buildings.

F. CITY EMPLOYEES

Employees are responsible for immediately evacuating their building when an emergency alarm is sounded. To assist in the evacuation of buildings, employees are responsible for:

- knowing how to activate the fire alarm or designated evacuation signal for their building;
- knowing how and where to evacuate the building during an emergency--more specifically
  knowing
- two evacuation routes,
- the location of safe rescue areas for physically impaired people in the building, and
- safe areas to move to once outside the building;
- assisting visitors and others in the building who are unfamiliar with evacuation procedures
  and routes for that building.

V. EVACUATION PROCEDURES

A. ALARM ACTIVATION

Fire alarm boxes in City buildings so equipped will be tripped to evacuate those buildings. In
buildings not equipped with fire alarms, the department director, assisted by the Fire Department
and the Risk Management Division, shall determine the type of signal to be used to evacuate the
building. The chosen signal type shall be communicated to all building occupants and the Police
and Fire Departments.

A person designated by the department director shall make a call to the Fire Department (dial “9-
911” from City phones) to ensure notification in all cases.

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 Risk Management Division.

Specific evacuation procedures for City buildings occupied by staff from two or more departments
shall be determined by the Risk Management Division.

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

C. RETURN TO WORK

1. For employees evacuated from a City building, employees will wait in designated areas
   until they are instructed to reenter 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 even a small fire is spotted;
- 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:

- after the alarm is sounded and evacuation of the area is underway;
- only if the fire is small, and only if the employees are capable of extinguishing the fire without risking injury to themselves or others.

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 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

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 (see Section V).

C. BUILDING ACCESS DURING BOMB THREAT INCIDENTS

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 Public Building employees 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.

VIII. RESPONSE BY PUBLIC BUILDINGS DIVISION EMPLOYEES

In the event of an emergency at a City building, a Communications Division dispatcher will, after notifying the Fire and Police Departments, notify the Director of Operations or the director's designee,
and will notify the Public Buildings Division to dispatch an employee to the scene who can provide assistance to public safety officials with building equipment and access.

After normal working hours, the on-call Public Buildings Division supervisor is notified when emergencies occur at City Buildings to provide assistance.

At the specific request of Fire or Police Department officials, Public Buildings employees will reset alarm systems, provide entry into various building areas using a master key, shut off utilities, and monitor operation of auxiliary power systems as needed.

Guards under contract with the City for providing building security services, and who are on duty at the time of an emergency, shall report to the Incident Commander at each building's Command Post.

Public Buildings and contract security personnel will be notified by Police or Fire Department officials when the building is cleared for reentry.

IX. EMERGENCY DRILLS

A. The Risk Management Division shall schedule and coordinate all drills to test the evacuation alarms and capability of occupants to evacuate City buildings quickly.

B. Unless otherwise prescribed by the Fire Chief, emergency drills will be conducted at least twice a year for multi-story City buildings, and at least once a year for other City buildings as designated by the Risk Management Division, in coordination with the Fire Department.

C. Emergency drills shall be planned in advance after notification and coordination with the Office of the City Manager the Police Department, the Fire Department, and the Department of Operations Public Buildings Division. All department directors shall be notified about emergency drills, especially if their employees and/or buildings are involved. Personnel in a building where an emergency drill will be conducted shall be informed well in advance of the drill. **No unannounced emergency drills will be conducted.**

D. The Community Services Department is responsible for scheduling and coordinating emergency drills at City public housing facilities, with the assistance of the Risk Management Division and the Fire Department.

X. APPENDIX

Bomb Threat Checklist
XI. RESPONSIBILITY FOR REVIEW

The Assistant City Manager for Administration shall direct the review of this directive in October of each year or as necessary.

AUTHORIZED:

JOEL VALDEZ
CITY MANAGER
BOMB THREAT CHECKLIST

Exact time of call: ___________________________________________________
Exact words of caller: ________________________________________________
__________________________________________________________________
__________________________________________________________________

QUESTIONS TO ASK
1. When is the bomb going to explode? _________________________________
2. Where is the bomb? ______________________________________________
3. What does it look like? ____________________________________________
4. What kind of bomb is it? ___________________________________________
5. What will cause it to explode? _______________________________________
6. Did you place the bomb? __________________________________________
7. Why? __________________________________________________________
8. Where are you calling from? _______________________________________
9. What is your address? ____________________________________________
10. What is your name? ______________________________________________

CALLER’S VOICE (circle)
Calm     Disguised     Nasal     Angry     Broken
Stutter   Slow         Sincere   Lisp      Rapid
Giggling  Deep         Crying    Squeaky   Excited
Stressed  Accent       Loud      Slurred   Normal

If voice is familiar, whom did it sound like? ___________________________
Were there any background noises? _______________________________________
Remarks: ___________________________________________________________
Telephone number call was received at: _________________________________
Date: __________________________________________________________________
Report call immediately to: ____________________________________________