

 CITY OF TUCSON	City of Tucson Central Safety Services Number: S-020B Subject:	Page 1 of 8
	Evacuation Procedure for City Buildings	Effective Date: July 12, 2002
		Reviewed/ Revised: January 1, 2013

1.0 PURPOSE

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

2.0 SCOPE

This program applies to all departments and employees of the City of Tucson. The policies and procedures contained in this section are intended to assist in identifying and complying with regulations and rules set forth by the Occupational Safety and Health Administration Code of Federal Regulations. In all cases where there is a difference between specific OSHA standards, Tucson Fire Code and polices set forth in this procedure, the stricter of the three shall prevail.

3.0 DEFINITIONS

Full Evacuation: Means the immediate exit of all occupants from the building upon the signal of a fire alarm, or a signal determined by the department for buildings without fire alarms to the Safe Zone designated by the department.

Partial Evacuation: The immediate exit of all occupants from within a specified location within a building at the direction of the Incident Commander who may consult with affected departments.

Occupants: All individuals within a building, including employees, visitors and others.

Incident Commander: The officer so designated by the Fire Department for fires and chemical spills and by the Police Department for criminal events.

Command Post: The site outside each City Building where the Incident Commander controls the emergency response operation.

Safe Zone: The area outside each City building designated as the place where building occupants shall proceed during a drill or emergency event to await verification of evacuation.

Fire Warden: A person assigned to a department, division or section who facilitates the safe and orderly evacuation of City buildings during emergency events and drills.

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4.0 RESPONSIBILITIES

A. Department Directors

1. Department Directors shall:
 - a. Designate individuals as Fire Wardens and Alternates for each department, division or section with responsibility for ensuring all affected areas occupied by the department are evacuated in an emergency in accordance with direction given by the Incident Commander.
 - b. Ensure Fire and Evacuation drills are conducted according to the policy contained in this directive and to review, at the departmental level, the recommendation to conduct additional fire or evacuation drills based upon the high profile public clientele that may occupy city facilities.
 - c. Ensure entry keys are available to public safety officials for those facilities where 24-hour access is not possible through the placement of facility "lock boxes" that contain a building key for use by public safety officials.
2. With the exception of City Hall, in buildings occupied by two or more departments, the primary tenant shall coordinate Fire and Evacuation drills, evacuation procedures, safe areas and return to work procedures with the affected departments, including the distribution of any written materials associated with evacuation drills and employee training.
3. When a department occupies leased or rented space, the department shall ensure that evacuation plans for the space either exist or are developed and are communicated in writing to staff. The department shall cooperate fully with Fire and Evacuation drills scheduled by the tenant landlord.

B. Central Safety Services

1. Central Safety Services shall:
 - a. Develop and host Fire Warden and Evacuation training for all departments Training is available on the City of Tucson's CityLearn (<http://drupal.ci.tucson.az.us/citylearn-safety-training>) under the Central Safety Services course catalog .
 - b. Incorporate site-specific evacuation plan information in Central Safety Training materials.
 - c. Provide on-site technical assistance to the Tucson Fire Department in the coordination of Fire and Evacuation drills for the Thomas O. Price

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Service Center, the Tucson Convention Center, City Council Ward Offices and all business occupancy high-rise facilities owned and operated by the City of Tucson.

- d. Assist departments with contact information for the Tucson Fire Department and the General Services Department - Facilities Management Division, or the property manager, in scheduling Fire and Evacuation drills for:
 - Leased, rented or managed, high-rise properties;
 - Residential high-rise facilities;
 - Parks and Recreation Neighborhood, Recreation or Senior Centers;
 - Parks and Recreation Swimming Pools.

- e. During the annual building safety (MAIT) inspections, ensure that in each City of Tucson facility, that:
 - Occupancy load certificates are posted for each business and assembly area;
 - Emergency evacuation routes are prominently posted;
 - Emergency exit doors function as designed;
 - Emergency exit signs are installed in the required location and are functioning properly;
 - Emergency lighting is adequate to the occupant load, is installed in the proper location and functions properly;
 - In multi-story facilities, signage by each elevator "IN CASE OF FIRE USE STAIRS" is posted.

C. General Services Department – Facilities Management Division

1. Facilities Management staff provides assistance to public safety officials with building equipment and access to buildings. Facilities Maintenance staff shall respond to emergencies in City facilities when requested by public safety officials and responding FM employees shall report to the Incident Commander at the Command Post upon arrival at the scene of the event.

2. At the request of public safety officials, Facilities Management staff shall reset alarm systems, provide entry into various building areas using a master key, shut off utilities, and monitor operation of auxiliary power systems.

3. Facilities Maintenance staff shall conduct preventative maintenance and testing of building and alarm systems in accordance with the Tucson Fire Code including auxiliary power systems and other building equipment

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necessary for use during emergencies and shall post the results of alarm testing on site and shall log all maintenance and inspections in the GS/FM electronic work order system.

4. General Services Department, Architecture and Engineering Division shall ensure evacuation routes (maps) for all buildings housing City employees are posted before buildings are occupied by City employees and shall update and revise evacuation routes in the case of remodel for city facilities.

D. Tucson Police Department

1. The Police Department has primary control responsibility for emergencies involving criminal events. When assuming Incident Command responsibility, the Police Department will provide or coordinate building security during an evacuation until the facility is cleared for re-entry by the Police Department.

E. Tucson Fire Department

1. The Fire Department has primary control responsibility for emergencies involving fires, explosive gasses and chemical spills. When assuming Incident Command responsibility, the Fire Department will provide or coordinate facility security during an evacuation until the facility has been cleared for re-entry by the Fire Department.

F. City Employees

1. City employees shall immediately dial 911 from a City phone or personal cellular device in the event of an emergency. City Employees are responsible for immediate and complete evacuation from their building when an emergency alarm is sounded or partial evacuation from their work area at the direction of the Incident Commander. City Employees shall be familiar with the City of Tucson Emergency Procedure Guide which is affixed to the Central Safety Services Workplace Safety First Poster.
2. To assist in the evacuation of buildings, employees are responsible for knowing:
 - a. How to activate the fire alarm or designated evacuation signal for their building;
 - b. A primary and secondary evacuation route from the facility;
 - c. The primary safe area to assemble outside of the facility ;
 - d. How to assist visitors who are unfamiliar with evacuation procedures and exit routes, including designated area of refuge in the buildings where persons who would have difficulty evacuating the building may await rescue by Police or Fire personnel.

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G. Fire Wardens and Alternates

1. Fire Wardens and their Alternate designee shall be responsible for:
 - a. Receiving annual training on the duties of a Fire Warden or Alternate, hosted by Central Safety Services (<http://drupal.ci.tucson.az.us/citylearn-safety-training>);
 - b. Familiarity with the floor plan, the number and location of employees and the location of the floor exits in their assigned area;
 - c. A daily inspection to ensure that the fire door to any stairwell is maintained in the closed position and that no fire or exit doors are obstructed or inoperable;
 - d. Maintaining an up-to-date list of all employees with permanent or temporary disabilities who cannot use the stairs unaided. Make arrangements to provide assistance to these employees when an alarm is activated. If the evacuation of employees or visitors with disabilities is not practical, assist these people in moving to an area of refuge, noting their specific location for reporting to the Incident Commander at the Command Post;
 - e. Report to the Incident Commander at the Command Post that work areas are evacuated and notice of evacuated areas are posted by placement of Area Evacuated signs (doorknob tags) on the entry doors to work areas.

5.0 EDUCATION AND TRAINING

A. Central Safety Services

1. Central Safety Services shall provide employee training on the Emergency Procedures for City Buildings:
 - a. By providing materials or lecture during new employee orientation;
 - b. By including a synopsis of evacuation procedures in the City of Tucson Employee Safety Handbook;
 - c. By posting of this Policy and Procedure on the Central Safety Services webpage.
2. Central Safety Services shall provide annual Fire Warden Training by:
 - a. Providing on-site or web-based classes in combination with a practical application emergency evacuation drill where required. (<http://drupal.ci.tucson.az.us/citylearn-safety-training>)

6.0 GENERAL

A. Evacuation

1. During any alarm activation, city employees shall immediately evacuate their facility at the direction of the designated Fire Warden or Alternate

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and shall assemble in the Safe Area until the conclusion of the emergency event.

2. Departments with mission critical staff shall develop site specific evacuation policy and procedures that will address the need to maintain critical life support and communication systems for the City of Tucson.
3. For events without a declared emergency or alarm activation, the City Manager or designee (Department Head) shall in consultation with public safety officials (Incident Commander) determine the need for facility evacuation, partial facility evacuation or lock down and a subsequent course of safe action for the employees.

B. Emergency Procedure Guide

1. Central Safety Services has developed and implemented the Emergency Procedure Guide to assist employees in responding to any number of actual or perceived threats within the workplace. This Emergency Procedure Guide should be affixed to the Central Safety Services – Safety First poster. The Emergency Procedure Guide should also be located at every lobby area where employees will interact with the public and near every City phone where incoming public phone inquiries are answered and routed by employees.

C. Area Evacuation Tag

1. Central Safety Services has developed and implemented an Area Evacuation Tag that can be affixed to any area that has been evacuated during a drill or emergency evacuation. The Evacuation Tag alerts emergency services personnel that the area has been completely evacuated of people and verified by the Fire Warden.

D. Response to Fires or Odor of Potentially Explosive Gasses

1. All fires or natural gas odors shall be reported by activating the building alarm system and dialing 911 from a city or cellular phone. If the facility does not have a building alarm, the emergency event shall be reported by dialing 911 and the facility should then be evacuated.
2. Employees should immediately dial 911 when:
 - a. Smoke is seen or smelled;
 - b. Fire is spotted, no matter how small;
 - c. An explosion is heard;
 - d. The smell of natural gas is present;
 - e. Any condition is observed which could cause a threat to life or property.

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E. Attempting to Extinguish a Fire

1. Employees are not required to utilize a portable fire extinguisher in attempt to extinguish a fire. An employee that does attempt to extinguish a fire shall only do so under the following circumstances:
 - a. A 911 emergency telephone notification has been initiated;
 - b. The building alarm has been activated;
 - c. The employee has been trained on the operation and use of a portable fire extinguisher;
 - d. The fire is in the incipient stage (the approximate size of an office waste basket) or smaller;
 - e. In any case where the fire is between the employee(s) and the only emergency exit.

F. Alarm Activation

1. The fire warning system shall be utilized only when complete evacuation of the facility is required in the presence of flame, smoke or explosive gas odor. All occupants shall immediately evacuate City buildings at the sound of an alarm and go to their designated safe zone, reporting to their respective Fire Warden.
2. When partial evacuation is ordered by the Incident Commander 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 zone or a location designated by the Incident Commander, reporting to their respective Fire Warden and/or Emergency Services Personnel. Safe Zones for city facilities are located on the City of Tucson and Central Safety Services Intranet homepages-*Evacuation Maps by Department*. <http://drupal.ci.tucson.az.us/emergency-evacuation-plans-department>
3. When evacuating multi-story City buildings during an emergency event, elevators shall not be used and stairs shall be utilized as the means of safe exit. Anyone on the elevators when the alarm sounds shall proceed on the elevators directly to the ground floor and exit the building.

G. Weapons

1. Employees, who observe a weapon brandished with intent to commit a threat or harm to an on individual shall immediately dial 911 on a city phone or personal cellular device, and shall follow the instructions of the Tucson Police Department regarding any emergency evacuation action.

H. Bomb Threat

1. An employee receiving a bomb threat in person or by phone shall immediately dial 911 on a city phone or personal cellular device. After relaying all known facts to the Tucson Police Department through the 911

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notification, the employee will notify supervision. The Department shall follow the direction of the Tucson Police Department regarding any emergency evacuation action.

I. Suspicious Packages

1. Suspicious packages should not be handled in any manner by the employee(s). Suspicious packages received by mail should not be opened. Employees who observe suspicious packages or suspicious items that cannot be immediately reconciled with the owner of the package or item, shall report the matter to supervision and dial 911 from a city phone to report the nature of the observation and shall follow the direction of the Tucson Police Department regarding any emergency evacuation action.

J. Return to Work

1. Evacuated employees shall remain in their in designated safe areas until they are instructed to re-enter the building by the Incident Commander. Employees may be instructed to report to another City facility to complete their workday, or may be dismissed for the remainder of the workday. Such early dismissal shall be determined ONLY by the City Manager or the official designee (Department Head).

K. Evacuation Drills

1. Emergency evacuation drills shall be conducted according to the Tucson Uniform Fire Code Section 405, Table 405.2, according to occupancy classification and occupant load designated for each facility.
2. Emergency drills shall be planned and coordinated by the Tucson Fire Department and the General Services Department, Facilities Management Division, with assistance from Central Safety Services, where required. All Department Directors and Fire Wardens of affected departments shall be notified of the planned drill.
3. The Community Services Department is responsible for scheduling and coordinating emergency drills at City public housing facilities with the Tucson Fire Department.

7.0 ADVICE AND COUNCIL

Central Safety Services shall review this procedure at least annually and shall consult with Public Safety Departments on the implementation of emergency Procedures for City Buildings.