



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 1 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

I. PURPOSE

To establish procedures for evacuation of all occupants of the Tucson City Court Building located at Alameda Plaza, 103 E. Alameda St., Tucson, Arizona.

II. POLICY

The fire alarm system shall be the primary tool used for emergency evacuations. At the sound of the alarm all occupants shall evacuate the court building immediately and calmly without regard to present activity or the gathering of personal property. Other methods for directing an emergency evacuation such as email may be used dependent upon circumstances.

III. DEFINITIONS:

- A. Evacuation – The immediate exit of all occupants from the building upon direction by Court Administration or the signal of the emergency alarm.
- B. Occupants – All individuals within the building, including employees, members of the public, and all other persons within the perimeter of the structure.
- C. Incident Commander – The Tucson City Court Administrator, Assistant Administrator or designee responsible for all incident activities at the Tucson City Court Building.
- D. Building Evacuation Coordinator(s) – The Tucson City Court Administrator, Assistant Administrator or designee responsible for remaining in contact with Security at the Emergency Building Evacuation site, gathering roll call documents and reporting any unaccounted for employees to the Incident Commander and give the command to employees when it is clear to return to the building.
- E. Emergency Building Evacuation Plan – A set of floor plans that show where occupants shall proceed to and remain during an evacuation to await further instructions from their supervisor.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 2 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

- F. Building Management - An employee of the building property management company under contract with the City of Tucson, Department of Procurement.
- G. Security Guards – Contract employees hired by the building management company
- H. Tucson Police Department (TPD) Security Detail – Tucson Police officers hired by the court to handle security issues.
- I. Court Administrative Emergency Assist Team – a group of employees designated to assist contract security as needed in an evacuation.

IV. RESPONSIBILITIES

A. The City Court Administrator or designee is responsible for:

- 1. Designating a primary and two alternate Building Evacuation Coordinators.
- 2. Designating a primary and two alternate Fire Wardens per floor of the court building.

B. Building Evacuation Coordinator (and alternates) is responsible for:

- 1. Ensuring that all Fire Wardens are informed of the building evacuation plan.
- 2. Answering Fire Warden's questions concerning the building evacuation plan.
- 3. Reporting unaccounted for employees to the Incident Commander during building evacuations. Such information shall be received from the appropriate division/department manager at the designated safe area.
- 4. Act as a liaison with the Incident Commander.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 3 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

C. Fire Wardens (primary and alternates) are responsible for:

1. Ensuring that all employees in their area of responsibility are informed of the building evacuation plan, (new employees should be advised of the evacuation route on their first day and as part of new employee orientation).
2. Clearing people from their assigned areas in the court building to include restrooms and conference rooms. In addition, alerting those who may still be in these areas by knocking on doors and announcing an emergency; informing all persons of the evacuation and instructing anyone remaining to leave the building.
3. Identifying employees requiring evacuation assistance (who will report to the areas of rescue assistance). This would include employees with permanent and temporary conditions that prevent them from independently evacuating the building in a timely manner.
4. May be required to assume the duties of the Building Evacuation Coordinator at the evacuation site until released.

D. Division Managers or Department Directors shall be responsible for:

1. Accounting for their department staff at the safe area during building evacuations.
2. Must complete the accountability roster and submit to the **Building Evacuation Coordinator** during building evacuations.
3. May develop internal division procedures to assist in implementing this directive.

E. The Property Management Company shall be responsible for:

1. Coordinating all evacuation drills to test the fire alarm system and the capability of occupants to evacuate the building safely, calmly and quickly.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 4 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

2. Ensuring that the building evacuation instructions are mounted in high traffic office areas, near exits, and other appropriate areas of the building as required. A route map to the evacuation assembly point shall be included. Ensure that the prominent signs are installed by each elevator in the court building with the words: *IN CASE OF FIRE USE THE STAIRS* in both Spanish and English.
3. Conducting preventative maintenance checks on all alarm systems, emergency lighting, exit doors or other equipment systems necessary for use during emergencies.
4. Ensuring that office corridors and stairways are kept clear of all safety hazards and the building is in compliance with applicable sections of the fire code.

F. The Police Department and the Fire Departments

1. Both have primary control responsibilities for emergencies as determined by appropriate City emergency plans.
2. In the event of a true emergency situation, the appropriate agency will take control of the situation and assign an Incident Commander. The Incident Commander will be responsible for facility security during an evacuation until the building is cleared for re-entry.
3. TPD Security Detail will direct the public to move down Alameda away from the building. The suggested assembly point for the public is the main library.
4. Defendants transported to the Court by the TPD transport team will be the responsibility of the TPD transport team during a fire drill or emergency situation.

G. The Security Guards and/or Court Administrative Emergency Assist Team are responsible for:

1. Prop open all front doors and back door if applicable.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 5 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

2. One guard shall remain in the front security area for pedestrian traffic flow.
3. Act as liaison between the Court and the Incident Commander until relieved.
4. Position security guards or Court Administrative Emergency Assist Team at employee entrances on Toole Avenue and Alameda Street to check picture ID/access cards of employees re-entering the building.
5. Execute responsibilities as stated in Frontier Asset Protection Building Evacuation Procedures for Security Staff at Tucson City Court Building, Appendix D to this Court Administrative Directive.

H. Employees are responsible for:

1. Immediately evacuating the building quickly and calmly.
2. Report to the safe area following routes indicated on Appendix 1 and check in with their division manager or designee.

V. EMERGENCY BUILDING EVACUATION PROCEDURES:

A. When evacuating the building during a fire alarm all occupants shall:

1. Leave immediately according to the appropriate evacuation plan. Remain calm but maintain a sense of urgency.
2. Move to the safe area immediately, report for roll call with their manager or supervisor and **REMAIN THERE FOR FURTHER INSTRUCTION.**
3. Not use elevators in the court building. Persons on the elevator when the alarm sounds shall proceed directly to the ground floor and exit the building.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 6 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

4. Occupants requiring assistance to evacuate the building will report to the areas of rescue assistance indicated by three triangles. This area is located on the northwest wall near the fire rated stairwell in the northeast quad of the City Court Building. Assistance areas are located in the same place on each floor. Persons in need of assistance should go directly to the area and wait for evacuation assistance on the floor they are on when the fire alarm sounds.
 5. Division managers or designee shall immediately take roll of their staff at the safe area. An employee who is unaccounted for will be reported to the Building Evacuation Coordinator who will notify the Incident Commander.
- B. Employees failing to adhere to established evacuation procedures could face disciplinary action. Procedure violations include but are not limited to, failing to evacuate the court building when required in an urgent manner, not reporting to the assembly point or departing from the assembly point before the all clear is given.
 - C. Administration staff shall be assigned the responsibility of bringing the radios and Public Services Management shall be assigned the responsibility of bringing the Automated External Defibrillator (AED) to the evacuation site and co-locate the devices with the Building Evacuation Coordinator.
 - D. The Building Evacuation Coordinator shall maintain communication between the safe area and the court building and shall respond to requests from the Incident Commander.
 - E. The Incident Commander or designee will notify the Building Evacuation Coordinator of the all clear. The Building Evacuation Coordinator will relay the all clear to employees. Only after the all clear has been issued will building occupants return to the court building. Employees working on floors 1 through 3 shall re-enter the building using the employees entrance on Alameda and employees working on floors 4 through 6 shall re-enter the building using the employee entrance on Toole. All employees must show their picture ID/access card to gain entrance through the employee entrance, if they do not have their picture ID/access card, the employee shall be



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 7 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

required to enter the building through security at the main entrance to the building.

- F. The Building Evacuation Coordinator shall take responsibility for returning radios to Court Administration and Public Services Management will return the AED to the front entrance security station.

VI. REPORTING PROCEDURES FOR FIRE, BOMB THREATS AND ACTIVE SHOOTER INCIDENTS

- A. FOR FIRE: Fire alarm pull stations should be activated ON THE SAME FLOOR AS THE SUSPECTED INCIDENT, IF POSSIBLE. Building occupants should activate fire alarm pull stations when any size fire or significant smoke is detected.
- B. REPORTING BOMB THREATS: If an employee receives a bomb threat, they are to notify Court Administration as soon as possible and fill out the bomb threat checklist (Appendix A, page 22). Court Administration will make the decision on building evacuation and will notify building occupants by activating notification system depending on incident. Employees responsible for receiving incoming telephone calls shall become knowledgeable with the procedures for responding and reporting bomb threats.
- C. ACTIVE SHOOTER: The City of Tucson's Central Safety Services and Office of Emergency Management and Homeland Security acknowledge that active shooter events are unpredictable. All city employees that occupy the Alameda Plaza building are encouraged to view the Run-Hide-Fight: Surviving An Active shooter video posted on the city intranet and to read the information provided in Appendix A, page 18 and 19. While actual situations and options vary, it is generally recommended that employees:
1. Lock office and other internal doors not secured by a key card reader.
 2. Close windows and window treatments.
 3. Turn off lights.
 4. Remain quiet and do not enter hallways.



Tucson City Court Administrative Directive

SUBJECT CITY COURT BUILDING EMERGENCY EVACUATION PROCEDURES	NUMBER 220-2	PAGE 8 of 8
	PAGE ISSUE DATE August 18, 2010 REVISED DATE September 2, 2013	

5. Do not evacuate the building unless the fire alarm is activated or unless there is firsthand knowledge that there is a fire in the building, that there is imminent danger or if an order has been given by police officers or fire personnel to evacuate.
6. Conceal themselves as much as possible while staying out of sight from doors and windows.
7. If located in a hallway, take shelter in the nearest room or office.
8. If located in an outdoor area, take immediate cover.

VII. EMERGENCY DRILLS:

Emergency fire drills will be scheduled and coordinated by the Building Management Company to test the evacuation alarms and the capability of occupants to evacuate the court building. Drills will be conducted semiannually.

Appendix

- A – Tenant Emergency Response Guide
- B – Evacuation Route Diagram
- C – Off hours Evacuation Plan
- D – Frontier Asset Protection: Procedures for Security Guards

References

- A – City of Tucson Administrative Directive 2.03-1
- B – City of Tucson Emergency Procedure Guide

RESPONSIBILITY FOR REVIEW

The Presiding Magistrate or designee will review this Court Administrative Order for revision and/or deletion biennially or as needed.



Presiding Magistrate

9/3/13

Date



CITY OF TUCSON

EMERGENCY PROCEDURE GUIDE



July 2011

Human Resources
Central Safety Services and Wellness

DO NOT FILE
Post in an Open, Conspicuous Area
In Any Life-Threatening Situation, Immediately
CALL 911

EMERGENCY PHONE NUMBERS:

Police – Fire – Paramedics (From City Phones)	911
In Case of an Emergency, Contact:	
Security	
Building Manager	
Facilities Management	(520) 791-3141
(after hours)	(520) 791-4144
Emergency Coordinators	
Central Safety Services	(520) 791-4241
Arizona Poison Control Tucson: Nationwide:	(520) 626-6016 1-800-222-1222

WHEN CALLING:

1. Give your name.
2. Give your phone number.
3. Give your address. Include building number, room number, floor, cross streets and any other information that will help the emergency personnel find you.
4. Calmly describe the situation: who, what, where, how and how many are involved.
5. **DON'T HANG UP!** Let the person you are talking to end the conversation. Other information may be needed.
6. When reporting a workplace injury of a City of Tucson employee, you must call Human Resources/Workers Compensation at 791-4241 as soon as possible. A supervisor must also complete a Supervisor's Report of Injury form.

911

TO REPORT EMERGENCIES

INTRODUCTION

Emergencies, disasters, accidents and injuries can occur in any setting and at any time, usually without warning. Being prepared physically and psychologically to handle emergencies is an individual responsibility as well as an organizational one.

The purpose of this guide is to acquaint you with a plan for handling emergencies and to establish guidelines to follow at work and at home. Once you are familiar with this information, you should be able to protect yourself and perhaps save the life of another.

Preparation is the key to minimizing the effects of emergencies. Know the answers to the following questions **BEFORE** you have to use the information.

- Where are the EXITS?
- Where are FIRE EXTINGUISHERS?
- Are Vital Records protected?
- How will visitors and employees with mobility challenges be evacuated?
- Where is the AED and FIRST AID KIT?

The time that you spend researching and answering these questions can save lives and resources. Preparation will minimize panic and confusion. It will also allow a planned response rather than an undirected reaction. No matter what the crisis, **THINK** before you act, then act swiftly to limit your exposure to danger.

Please read this guide thoroughly **BEFORE** an emergency occurs and become acquainted with your **EMERGENCY RESPONSE TEAM** and **EMERGENCY PHONE NUMBERS**.

Central Safety Services have established procedures for you. **YOUR SAFETY IS OF PRIMARY IMPORTANCE!**

SOME EMERGENCIES MAY REQUIRE AN EVACUATION OF THE BUILDING

IMPORTANT POINTS TO REMEMBER:

1. Fire alarms or verbal notice will be used to sound the evacuation.
2. Remain calm and orderly; move quickly and safely.
3. Follow the instructions of Fire Wardens and emergency personnel.
4. Render assistance to any injured person(s) in the area.
5. Exit through designated emergency exits. Do not use elevators.
6. Go to the designated safe area and check in with the Fire Warden designated for your work area. Report if any employees or visitors are thought to be remaining in the building.
7. **WAIT FOR INSTRUCTIONS. DO NOT RE-ENTER THE BUILDING** unless instructed to do so by emergency personnel.



INTRODUCTION & GENERAL INFORMATION

EVACUATION

1. At the sound of the building's emergency/fire alarm, immediately evacuate the building.
2. If safe, quickly secure vital records and cash drawers.
3. Proceed to your predetermined exit or alternate exit if necessary. Shut all doors as you leave.
4. The Fire Warden for your floor is responsible for ensuring that all staff and visitors evacuate the area.
5. Assist disabled employees or visitors.
6. Proceed quietly and orderly. Remove high heels to avoid tripping.
7. **DO NOT USE ELEVATORS.**
8. **DO NOT OPEN DOOR** if hot or if smoke is present.
9. Once outside, proceed to your designated safe area and remain there. Check in with your area's designated Fire Warden so they are able to take a head count of their personnel. Report the number and location of any persons who remained in the building and are in need of additional assistance to evacuate.
10. Do not re-enter the building unless specifically authorized by the Incident Commander.

EVACUATION OF PERSONS WITH DISABILITIES

It is very likely that evacuations will involve individuals with various types of physical challenges. The following information will be helpful in safe evacuation and communication during an emergency. Above all else, involve the individual. They are the experts on their own challenges, and how best to move them out of a building in an emergency. Make sure they understand what is happening, and what procedure must be followed. Many persons with mobility challenges are vulnerable to respiratory complications – remove them from smoke or fumes immediately.

PERSONS WITH MOBILITY CHALLENGES

Persons having mobility challenges may or may not use wheelchairs. It may be possible that they can evacuate with some assistance from a volunteer. Ask the individual for instructions; they know best how to move and what accommodations to make. Locate those individuals having mobility challenges that need further assistance in the designated area of refuge and if possible, provide them with a method of communication, i.e. cell phone or radio. Immediately inform the Incident Commander of the number of persons needing assistance and their exact location in the building



- * Offer to guide them. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
- * Upon reaching safety, orient the individual to their surroundings. Ask if further assistance is needed. Stay with the individual until help arrives

PERSONS WITH HEARING OR SPEECH IMPAIRMENTS

Communication varies with persons who have hearing or speech impairments. Audible alarms may not be heard. It is important that everyone understand what is happening, how and where to proceed.

- * To gain attention, turn light switch on and off, or tap their shoulder. Indicate through gestures, or in writing (short, concise words), what is happening and what to do. Example: *"Fire! – out rear door to the right and down. Leave NOW!"*

VISUALLY IMPAIRED PERSONS

Although most visually impaired persons will be familiar with their immediate work area, it is necessary to:

- * Explain the nature of the emergency.

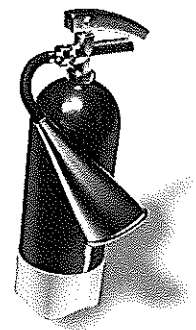


EVACUATION

KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA AND HOW TO USE THEM

FOLLOW THESE STEPS IN THE EVENT OF A FIRE:

1. Pull the emergency alarm or otherwise sound an alarm.
2. Report the fire to the fire department – Call 911
3. If the fire is small (wastepaper basket size), obtain the nearest fire extinguisher and follow the operating instructions on it if trained to do so.
4. If the fire is large, evacuate the building, alerting personnel as you go. Render assistance to any injured persons in the area.
5. Make sure all doors leading to the main hallways are closed to prevent further spreading of the fire. **DO NOT** lock doors.
6. Once outside, move to the designated safe area and report to the Fire Warden assigned to your area.
7. Follow the instructions of emergency personnel.
8. **REMEMBER!** If a fire extinguisher has been discharged, ensure that it is replaced with a fully-charged extinguisher.



FIRE ON YOUR FLOOR

- Call 911 and report the location of the fire.
- Activate fire alarm, alert others, move everyone away from area of fire.
- Use fire extinguisher on small (wastebasket size) fires only if safe and trained to do so.
- For larger fires, GET OUT, close doors and confine fire as much as possible.
- If your clothing catches fire...**STOP, DROP & ROLL!**

WHEN A FIRE ALARM IS ACTIVATED

- Proceed to the nearest **EXIT**. Follow the directions of emergency personnel.
- Feel closed doors before opening them. If it is hot, or smoke is visible, **DO NOT OPEN!**
- Do not attempt to save possessions at the risk of personal injury.
- **DO NOT USE ELEVATORS**
- **DO NOT BREAK WINDOWS.** Oxygen feeds fires.
- If moving through smoke, stay as low as possible.
- **ALL** fires, regardless of size, must be reported to local Fire Department or Tucson Police by calling **911**.

FIRE EXTINGUISHER INSTRUCTIONS

- P**ULL safety pin from handle.
- A**IM nozzle at base of fire.
- S**QUEEZE the trigger handle.
- S**WEEP the spray from side to side.

IF CAUGHT IN SMOKE

Drop to hands and knees and crawl. Hold your breath as much as possible, and breathe through your nose using a filter (blouse, jacket, or handkerchief.)

ADVANCING THROUGH FLAMES

If forced to advance through flames, move quickly. Hold your breath; keep your head down, covering your head and hair; keep your eyes closed as much as possible.

IF TRAPPED IN A ROOM

Place cloth material under/around door to prevent smoke from entering. Close as many doors as possible between you and the fire.



FIRE

HAZARDOUS SUBSTANCE SPILL

IMMEDIATELY REPORT A SPILL

Fire Department (From City Phones)	911
TFD Hazardous Waste Unit	(520) 791-4014
Central Safety Services	(520) 791-4241
Environmental Services Engineering and Technical Support	(520) 791-3175

PROVIDE THE FOLLOWING INFORMATION:

1. Your name, department, & division.
2. Your telephone number.
3. If any injuries, the extent of injuries (number of persons injured, type of injuries, etc.).
4. The address of the facility involved in the spill.
5. Location of the spill (floor, room number, etc.).
6. Type of incident (fire, chemical release, etc.).
7. Type of material spilled (liquid, solid, etc.).
8. Characteristics of spilled material (flammable, corrosive, reactive, toxic).
9. The quantity spilled: Actual: _____ Estimated: _____
10. Source of spill (tank, drum, cylinder, can, etc.).
11. Cause of the spill.
12. Any known hazards to human health or the environment.

HAZARDOUS MATERIAL INCIDENTS & EMERGENCIES

Each department that works with hazardous substances is responsible for complying with the City of Tucson's Hazardous Substance/Spill Response Program; OSHM S-020C.

A Hazardous Material Incident involves a release of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel using a general spill kit provided by Tucson Fire Department's Fire Prevention Division.

A Hazardous Material Emergency involves an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance that may cause a safety, health, or environmental hazard (e.g., fire, explosion, chemical exposure, leak into sewers and storm drains or other drainage conveyance systems including washes).

HAZMAT EMERGENCY PROCEDURES:

1. Activate the emergency/fire alarm and EVACUATE THE AREA. (See "Evacuation" section)
2. Call 911
3. Notify supervisor. Supervisor notifies their department, Central Safety Services and Environmental Management
4. Isolate the area and prevent access.
5. Supervisors account for all employees.
6. Assure proper disposal via TFD Hazardous Waste Unit
7. Document incident on Hazardous Materials Spill/Release from S-020C
8. Debrief Incident



HAZARDOUS MATERIALS

DISASTERS

IF FLOODING OCCURS IN YOUR BUILDING

1. Notify Division Manager, who in turn will notify Facilities Manager.
2. Secure your area and vital records. Prepare to receive and comply with directions from Emergency Personnel.
3. **USE EXTREME CAUTION** around appliances or outlets near the leak and/or water.
4. If you know the source of the water leakage and can safely stop it, do so **CAUTIOUSLY**.
5. If directed to evacuate, proceed in accordance with the “**Evacuation**” section.

DURING AN EARTHQUAKE

1. Take cover underneath a desk or table; **PROTECT YOUR HEAD AND NECK**.
2. Stay away from windows and objects that could fall on you.
3. If you have the opportunity to quickly and safely exit the building, do so. If you can not safely exit the building, stay where you are – **DO NOT RUN OUTSIDE**, falling debris may cause injury.
4. **DO NOT USE ELEVATORS**.
5. **IF OUTDOORS**, stay in open area. Avoid outdoor areas with overhead electrical transmission lines. **DO NOT** enter the building.

POWER FAILURE

1. If power should fail, employees should remain calm and limit movement.
2. **DO NOT USE ELEVATORS!**
3. Notify Facilities Management at (520) 791-3141.
4. If the situation warrants, the section supervisor will instruct employees to relocate or evacuate until power is restored.
5. Take note of any emergency lighting failures and report them to the Facilities Management for repair.

STUCK IN AN ELEVATOR

1. If trapped in an elevator during a power failure, mechanical breakdown or other emergency, occupants should remain calm.
2. DO NOT attempt to escape by forcing the doors, as this could cause damage.
3. The alarm button should be pushed for a three second duration at regular intervals to alert rescuers.
4. If available, the emergency phone should be used to notify others of the situation.

CIVIL DISTURBANCES

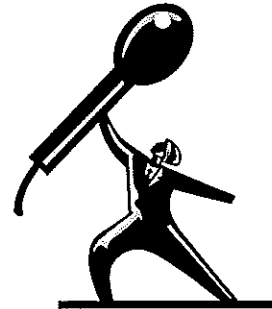
Civil Disturbances are generally riots and demonstrations, marches, groups and assemblies that have become riotous, or a threatening individual.

1. Notify local law enforcement, your Supervisor or Division Director and Security, if they have not been informed. (See “**Emergency Phone Numbers**” section).
2. Restrict both employee and visitor movement in your area.
3. Prepare for evacuation or relocation.
4. Secure your area (lock doors, safes, files, vital records, etc.)

NEWS MEDIA

To avoid misinformation, it is essential that all inquiries from the news media be directed to the Public Information Officer (PIO) for your department, if applicable. Otherwise, all media contacts should be directed to the highest-ranking person available in your department.

All employees not involved in the information chain are not to discuss the situation with anyone, except as necessary.



DISASTERS, CIVIL DISTURBANCE & NEWS MEDIA

SECURITY TIPS

The following tips are for you to increase your awareness of danger and to minimize your chances of becoming the victim of a crime:

1. Always be aware of your surroundings.
2. Always report suspicious activities to the police. Give exact information about descriptions, individuals involved, location and other vital information to the police.
3. Know locations and be able to relate them to the police. Always be knowledgeable about where you are.
4. Always let someone know you are leaving and give them your basic travel route.
5. Be especially careful in parking lots, garages and in unfamiliar areas.
6. Whenever possible, walk with groups to parking lots, to lunch and when going on errands.
7. Stay in well-lighted areas and be alert to the presence of others.
8. Always lock your car and keep your windows rolled up, even while driving.
9. Always look under, inside and around your car while walking to it. Attackers hide in or near vehicles and wait for victims.
10. Avoid hidden areas, such as doorways, corners of buildings, and between vehicles. Avoid bushes and alleys where someone can hide.
11. Wear clothes and shoes that give you freedom of movement. Don't burden yourself with unnecessary packages, books, etc.
12. Trust your instincts. If you think you are in danger, retreat to safety. Be prepared to yell for help and run.
13. If someone tries to take your purse, GIVE IT UP! Unsnap or unzip the purse and carry it upside down. The contents will spill on the ground if it is snatched from you, possibly foiling an attempted theft.
14. Stay in good physical condition so you can run if you have to.

AVOIDING WORKPLACE VIOLENCE

1. Learn to recognize, avoid or defuse potentially violent situations.
2. Attend personal safety and security training, as well as handling hostile client classes.
3. Follow the procedure for alerting supervisors to any concerns about safety or security.
4. Plan an emergency code to alert others that a potentially violent situation is occurring.
5. Speak calmly; do not agitate the angry person.
6. Call for assistance, your supervisor or the police.
7. Collect information regarding client's history prior to meeting, if possible.
8. Report all violent incidents to your supervisor, Human Resources, and Central Safety Services.



SECURITY

MEDICAL EMERGENCIES

IMPORTANT: If you think a person requires immediate medical attention, CALL 911.

In witnessed unexpected collapse in an adult (usually the result of cardiac arrest) studies have shown chest compression only without mouth-to-mouth breathing by bystanders is the preferred approach.* Follow these instructions to perform Continuous Chest Compression (CCC) resuscitation:



Shake the person and shout, “Are you OK?” If the person is unresponsive and not breathing, or breathing abnormally (struggling to breathe, gasping or snoring), direct someone to call 9-1-1 or make the call yourself.



Position the victim on the floor on his or her back. Place the heel of one hand on top of the other and place the heel of the bottom hand on the center of the victim’s chest (usually between the nipples).



Lock your elbows and begin forceful chest compressions at a rate of 100 per minute. After each chest compression make sure you lift the heel of the hand completely off of the chest.



If an AED (heart with lightening flash symbol) is available, turn the unit on and follow the voice instructions. If no AED (automated external defibrillator) is available, perform continuous chest compressions until the paramedics arrive. Continuous chest compressions is physically tiring so if someone else is available, take turns changing partners after each 100 chest compressions.

**In suspected drowning or drug overdose, follow standard CPR procedures (alternate 30 chest compressions with two mouth-to-mouth breaths)*

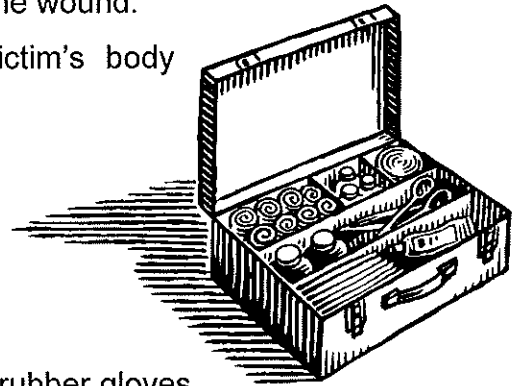


MEDICAL EMERGENCIES

FIRST AID

CONSCIOUS VICTIMS

1. Call for help and have someone call 911.
2. Do not move patient or allow the patient to move around.
3. Try to control any heavy bleeding using direct pressure to the wound.
4. Try to prevent going into shock by maintaining the victim's body temperature and elevating the legs.



SEVERE BLEEDING

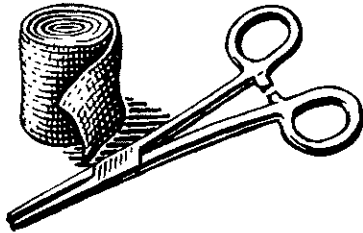
1. Call for help. Have someone call 911.
2. Apply direct pressure to the wound area with a clean cloth.
3. If possible, use a barrier between the wound and yourself (rubber gloves, bandages, and a clean cloth).
4. Apply firm, steady pressure for 5 to 15 minutes or until medical help arrives.
5. Do not remove bandages.
6. If more bandages are needed, add to the existing bandages. **DO NOT REMOVE BANDAGES.**
7. If the victim is bleeding from an extremity (hand, foot, etc.) use gravity to slow the flow of blood.
8. If there are no broken bones, elevate the limb so that it is above the victim's heart.

SEIZURE

1. Call for help and have someone else call **911**.
2. Let the seizure run its course.
3. **DO NOT** attempt to force anything into the victim's mouth.
4. Help the victim lie down, to prevent injuries from falling down.
5. Loosen restrictive clothing.
6. **DO NOT** use force or attempt to restrain a seizure victim.
7. Provide an opportunity for the victim to rest after the seizure.
8. There is little help you can render to stop a seizure from occurring. Simply keep the victim comfortable and away from danger.

BURNS

1. Immerse minor burns in cool water.
2. Flood chemical burns with cool water for at least twenty minutes.
3. Cover the burns with dry bandages.



HEAT STROKE

Heat stroke can be fatal if the victim is not cooled immediately. Know the signs and symptoms of heat stroke:

- Lack of perspiration
- Red, bluish or mottled skin
- Hot, dry skin
- Mental confusion, anger, delirium
- Chills, nausea, dizziness

Take the following actions:

1. Call for help, have someone call **9-911**.
2. Cool the victim with sponges of cool water and cold compresses.
3. **DO NOT** give a heatstroke victim anything to drink.
4. Use a fan to help cool the skin.
5. If available, lay a wet sheet over the victim to draw the heat out.

POISONING

1. Call for help and have someone call **911**
2. Call the Arizona Poison and Drug Information Center at **1-800-222-1222**.
3. **DO NOT** induce vomiting, unless instructed to do so.



FIRST AID

ACTIVE SHOOTER

An active shooter can be described as suspect(s) activity that can potentially cause death and/or serious bodily injury through the use of a weapon. It is a situation that changes rapidly and requires an immediate response from police to stop the life-threatening situation. Immediate response will involve the first officers on the scene taking aggressive action to find and stop the killing.

If you witness any armed individual shooting at people on City facilities or hear gunshots, immediately contact the Tucson Police Department (TPD) by calling 911. Give the police dispatcher as much information as you can. Don't hang up unless told to do so.

When police arrive, expect them to go directly to the threat. As they move into an affected area or facility, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who may be wounded, expect these officers to bypass you in their search as they must find the shooter(s) and stop the killing. Rescue teams will follow shortly to aid you and others.

Remain calm and patient during this time, to prevent any interference with police operations. If you encounter police, keep your hands empty and in plain view at all times! Don't speak to the officers until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

If the shooter is outside the building:

- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get all occupants on the floor and out of the line of fire.
- Contact 911. Report your name and location.
- Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please remain calm. Make no movements that may cause the officer to mistake your actions for a threat.
- If escape is not possible, lock all doors and hide yourself in your immediate area.
- Lie on the floor or under a desk and remain silent.
- Wait for the police to come find you.
- If you witness anything, tell the first responding officers as much about what you know when questioned.

If the shooter enters your office:

- If possible, call 911 and talk to the dispatcher. If you can't speak, leave the line open so police can hear what's going on.
- If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances. Note: There may be more than one shooter.
- If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in your area.

EMERGENCY LOCKDOWN

An emergency lockdown may be applicable to avoid entry to or departure from a City facility. Emergency lockdown requires activating the locks to all exterior and interior doors. Administrators and security personnel should be trained in guidelines for lockdown procedures.

An emergency lockdown will be announced by voice communication by your administration or local authorities. If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact police and provide as much information as possible. Fire evacuation alarms are not to be sounded.

Procedures

1. Lock office and other doors.
2. Close windows and window treatments.
3. Turn off lights.
4. Everyone is to remain quiet and not enter hallways.
5. Should the fire alarm sound, do not evacuate the building unless:
6. You have firsthand knowledge that there is a fire in the building;
7. You are in imminent danger; or
8. You have been advised by police to evacuate the building.
9. Conceal yourself, as much as possible, by crouching down in areas out of sight from doors and windows.
10. People in hallways are to seek shelter in the nearest room.
11. People in outdoor areas should immediately take cover.

CRIMINAL INCIDENTS

Suspicious Person, Fight, Theft in Progress, Etc.

1. Call 911 for any emergency.
2. Be prepared to provide the
 - a. nature of the incident,
 - b. location of the incident,
 - c. description of the person(s) involved and
 - d. description of the property involved
3. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
4. Should there be gunfire or an explosion, you should take cover immediately, using all available forms of protection. After the disturbance, seek emergency medical assistance as needed.



ACTIVE SHOOTER

TERRORISM THREATS

In the event of a bomb threat or other suspicious activity occurring at or near your facility, take the following actions:

Contact Emergency Response: Tucson Police & Fire Departments: **911**

Contact Building Security: _____

BOMB OR OTHER THREATS ON THE TELEPHONE

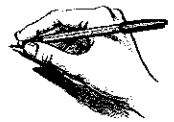
Record critical information on the Bomb Threat Checklist found in this guide.

DURING THE CALL

1. Don't hang up! Gather as much information as you can.
2. Stay as calm as possible.
3. Attempt to find out why the caller is upset, and the reason for the threat.
4. If possible, try to identify the type of threat and at who it is directed.
5. Attempt to calm the caller down.
6. Get as much information as possible about the type and location of the package or threat.
7. Notify local law enforcement and fire officials.

AFTER THE CALL

1. Write down the exact threat and other statements made by the caller.
2. Notify your supervisor about the threat.
3. If directed to evacuate, proceed as outlined in the Evacuation section of this guide.



DISCOVERY OF A SUSPICIOUS PACKAGE WITHIN THE FACILITY

Evacuate the facility immediately and notify police and fire officials – call 911

1. **DO NOT HANDLE THE PACKAGE!**
2. Refer to Letter and Parcel Bomb Recognition Points section below.
3. Secure the area,
4. Contact police and fire department personnel.
5. If an item has been opened and is threatening, or appears to be a suspicious device, **DO NOT HANDLE THE DEVICE ANY FURTHER!**
6. Keep everyone away until police arrive.
7. Evacuate the building away from the suspicious package or device.

LETTER AND PARCEL BOMB RECOGNITION POINTS

If you discover a package or parcel that contains one or more of these points, you should consider the item as suspicious or take appropriate actions.

- Foreign Mail, Air Mail and Special Delivery markings on an unexpected package
- Restrictive markings such as "Confidential", "Personal", etc.
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Visual Distractions

BIOTERRORISM MAIL SCREENING

Characteristics of Bio-Terrorism Mail

- Excessive postage
- Handwritten or poorly typed addresses
- No return address or city or state in the postmark does not match the return address
- Restrictive markings such as "Confidential", "Personal", etc.
- Titles but no names or incorrect titles
- Misspellings of common words
- Excessive weight
- Lopsided or uneven envelope
- Excessive securing material such as masking tape, string, etc.

IF YOU ENCOUNTER AN ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO A SURFACE:

1. **DO NOT** attempt to **CLEAN UP** the powder. **COVER** the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and **do not remove this cover!**
2. **Have someone CALL 911** to report the incident to the police **and** notify your building security official or an available supervisor.
3. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).
4. **EVACUATE** the building following Evacuation section of this guideline.
5. **WASH** your hands with **soap and water** to prevent spreading any powder to your face.
6. **REMOVE** heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
7. **SHOWER** with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectants On Your Skin.* Tucson Fire Department's Hazardous Materials Control Team will assist you with decontamination.
8. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

When you call 911 after having opened an envelope with a powder in it, emergency responders will come to the scene and give you instructions as to how to proceed. Stay calm and follow their instructions.

OTHER THREATS BY TELEPHONE

DURING THE CALL:

1. **DON'T HANG UP!**
2. Stay as calm as possible.
3. Attempt to find out why the caller is upset: reason for the threat.
4. Identify the type of threat and who is the threat directed at.
5. Try to calm the caller down.
6. Get as much information as possible about the threat and motive. (See "**Bomb/Other Threats Checklist**")
7. Notify TPD, call 911.

AFTER THE CALL:

1. Write down the exact threat, the entire statement if possible.
2. Notify your supervisor in reference to the threat.
3. Evacuate per TPD instruction following procedure outlined in the "Evacuation" section.
4. Supervisor will notify Department Director.



TERRORISM THREATS

BOMB THREAT CHECKLIST

If you receive a bomb threat on the telephone, attempt to complete the following checklist while a co-worker contacts local law enforcement.

Today's Date: _____ Exact Time of Call: _____

Number at which call was received: _____

Sex of Caller: (circle) MALE FEMALE

ASK THESE QUESTIONS:

1. When is bomb set to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____
7. Why, what is the reason for the bomb? _____
8. What is your address, or where are you located? _____
9. What is your name? _____
10. Exact wording of the threat: _____

CALLER'S VOICE:

(Check all that apply)

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracked voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

If voice is accented or sounds familiar, describe how it sounded?

BACKGROUND SOUNDS:

(Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Static | <input type="checkbox"/> Local Call |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Phone Booth |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Other | _____ |

THREAT LANGUAGE:

(Check all that apply)

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Prepared message |
| <input type="checkbox"/> Remarks | _____ |



BOMB THREAT CHECKLIST

EMERGENCY RESPONSE PROCEDURES

Each department is responsible for designating an appropriate number of Fire Wardens to assist in the event of an emergency evacuation. Departments are responsible for ensuring Fire Wardens are adequately trained in carrying out a safe and orderly evacuation of the building. Training is provided through Central Safety Services.

Department Fire Wardens should ensure employees assigned to their areas are familiar with fire alarms, exits, egress routes, areas of refuge and assembly areas. Emergency drills should be conducted and documented as required in OSHM S-020B.

Building _____ Floor _____
Department _____ Division _____

NAME OF PRIMARY

ALTERNATE

Area 1 _____
Area 2 _____
Area 3 _____
Area 4 _____
Area 5 _____

Public Information
Officer

Phone #

PRE-DESIGNATED ASSEMBLY AREA _____

The information included in this manual is not all-inclusive, but covers most actions taken in the event of an emergency. Common sense must prevail when instructions are not available or do not fit your particular needs. If you have questions concerning a unique situation not covered in this manual, contact your supervisor, or Central Safety Services.



CITY COURT BUILDING EVACUATION ASSEMBLY POINT

October 2011



EMPLOYEE EXIT ROUTES

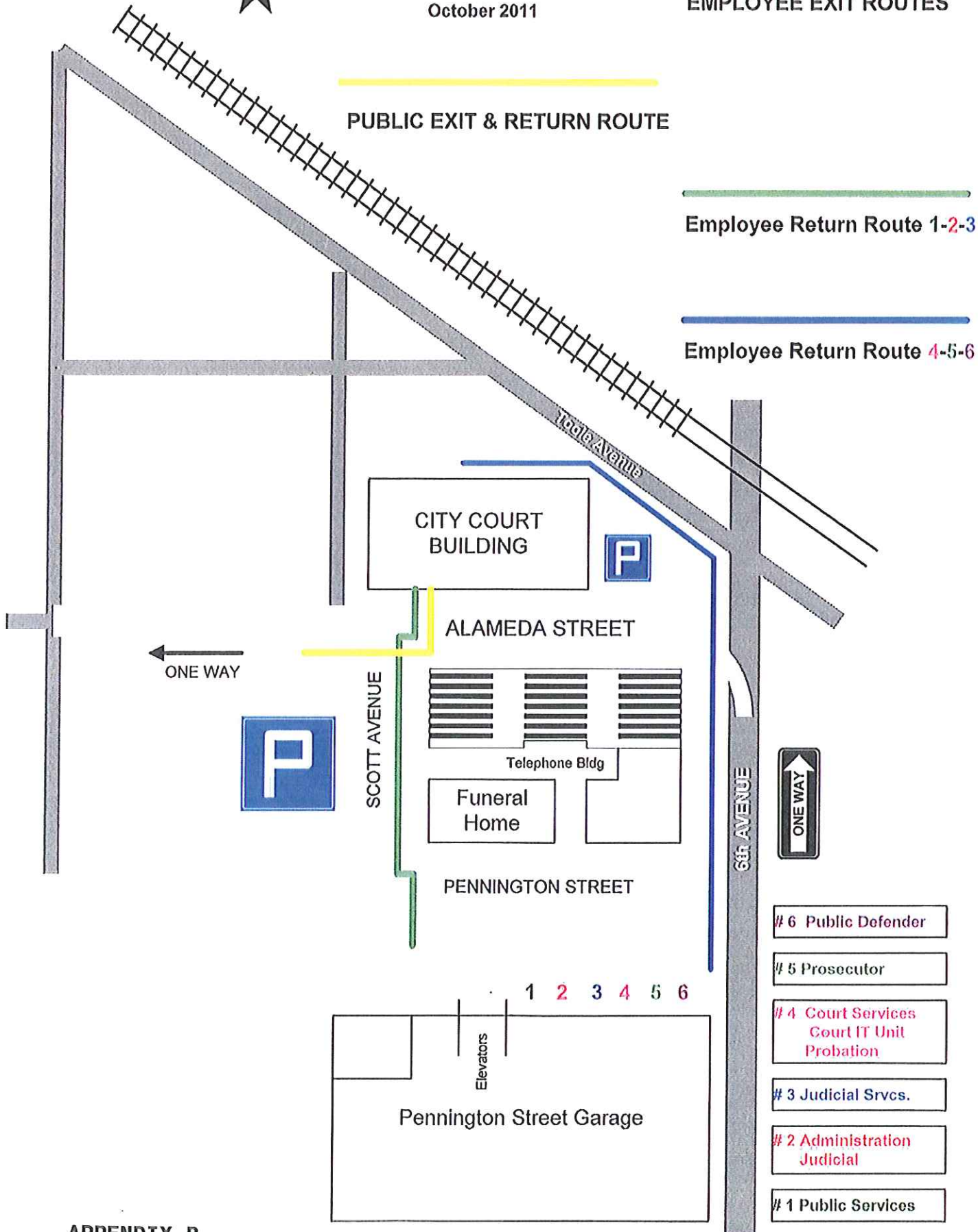
PUBLIC EXIT & RETURN ROUTE



Employee Return Route 1-2-3



Employee Return Route 4-5-6



OFF HOURS EMERGENCY EVACUATION TUCSON CITY COURT BUILDING

August 15, 2006

Prepared by Chris Hale (520-791-4189)

Page 1 of 1

GENERAL

After hours should the fire alarm be activated primary responsibility for building occupants is to evacuate the building and account for personnel known to be in the building. Additional responsibilities are to inform the incident commander of personnel accountability and notify the jail (Initial Appearance/Arrestment 2XIA) of the situation, and then seek guidance from the magistrate presiding at the 2XIA session, or the on-call Judicial Services manager/supervisor if the magistrate is unavailable.

SPECIFIC

1. If a fire alarm (building evacuation) is activated staff will immediately evacuate the court building and assemble in the pay parking lot (U.S. Parking) located across Alameda from the court building. The senior clerk in Judicial Support will assume the role of Fire Warden. The Fire Warden will account for all persons known to be in the building and report this information to the incident commander, normally from the City of Tucson Fire Department.
2. The Fire Warden will coordinate with the incident commander on whether to evacuate court personnel to a safer location or remain in the parking lot.
3. If instructed to evacuate to a safer location the Fire Warden will direct personnel to the downtown library. The fire warden will contact the 2XIA session magistrate for guidance and inform the on-call Judicial Services supervisor/manager of the situation and any instructions received from the magistrate.
4. If instructed to remain in the pay parking lot, the fire warden will contact the jail and Judicial Services supervisor/manager and inform them of the situation. If the Fire Department clears the building personnel will return to work. If the building is determined to be unsafe the Fire Warden will contact the 2XIA session magistrate for guidance and inform the on-call Judicial Support supervisor/manager of the situation and any instructions received from the magistrate.
5. The on-call Judicial Services supervisor/manager will notify the Court Administrator, and, or deputies of the situation.
6. The Fire Warden will file an after action incident report with Court Administration the next working day.



FRONTIER ASSET PROTECTION, LLC

SECURITY GUARDS • INVESTIGATIONS

P.O. BOX 32255

TUCSON, ARIZONA 85751-2255

(520) 885-7530 • FAX (520) 885-9729

Tucson City Court Security Staff Building Evacuation Procedures

In case of fire drills, medical issues, or other emergencies, guards are required to evacuate the building in the safest and quickest manner possible. They direct people to the correct exits, they check for handicapped people's special needs, they make sure everyone is cleared from the building and that no unauthorized people enter. They station themselves at the various exit/entry points. They direct the public, jurors, and employees away from the building giving access to fire and emergency personnel. They maintain crowd control and assist fire or emergency responders as needed. After total evacuation is complete, guards will close doors to prevent fire back draft. Guards maintain communication by radio between fire marshal and court employees.

The court building has a total of three (3) security guards and one (1) supervisor per day Monday through Friday except holidays.

The hourly staffing numbers are as follows, minus one person at a time out for lunches or breaks.

06:30 – 07:30 1 guard
07:30 – 08:00 2 guards
08:00 – 14:00 3 guards
14:00 – 15:30 4 guards
15:30 – 16:30 3 guards
16:30 – 18:00 2 guards
18:00 – 21:00 1 guard

In the event of a fire alarm sounding or other emergency evacuation procedure, security will respond with the following immediate actions during the listed periods of time to facilitate the quick, calm, and safe exit of all occupants:

06:30 to 07:00 – The building's front doors are still locked to the public at this time. The guard will check all floors and areas to make sure employees have left the building through employee doors. The guard will watch for fire personnel and notify building maintenance and Frontier dispatch of the alarm as soon as possible. When the fire

APPENDIX D

department has given the "all clear" the guard will attempt to inform evacuated workers as soon as possible.

07:00 to 08:00 – The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. If the 3rd guard has arrived, the guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform by radio the evacuated employees as soon as possible. Court Administration Emergency Assist Team members will assist at employee entrances and exits and are available to relieve guards if needed.

08:00 to 09:00 – The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. When the building is empty, he will station himself at the west door adjacent to drive through gate to redirect employees to proper entrance. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 3rd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible. Court Administration Emergency Assist Team member #1 will wedge open the secure hall door at courtroom 2 and direct employees and the public correct routes out from the building.

09:00 to 12:00 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. When the building is empty, he will station himself at the west door adjacent to drive through gate to redirect employees to proper entrance. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 3rd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel, direct the public, and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible. Court Administration Emergency Assist Team member #1 will wedge open the secure hall door at courtroom 2 and direct employees and the public to correct routes out from the building. Court Administration Emergency Assist Team member #2 will go to the Alameda street employee door and prevent entry to the building by the public or employees.

12:00 to 14:00 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. When the building is empty, he will station himself at the west door adjacent to drive through gate to redirect employees to proper entrance. The 2nd guard will proceed to the employee doors at the north east of the building. This

guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 3rd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel, direct the public, and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible. Court Administration Emergency Assist Team member #1 will wedge open the secure hall door at courtroom 2 and direct employees and the public to correct routes out from the building. Court Administration Emergency Assist Team member #2 will go to the Alameda street employee door and prevent entry to the building by the public or employees. Court Administration Emergency Assist Team member #3 will remain at the security area to help direct people safely out of the building.

14:00 to 15:30 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 3rd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel, direct the public, and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible. Court Administration Emergency Assist Team member #1 will wedge open the secure hall door at courtroom 2 and direct employees and the public to correct routes out from the building. The 4th guard will go to the Alameda street employee door and prevent entry to the building by the public or employees.

15:30 to 16:30 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 3rd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel, direct the public, and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible. Court Administration Emergency Assist Team member #1 will wedge open the secure hall door at courtroom 2 and direct employees and the public to correct routes out from the building.

16:30 to 17:00 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. When the building is empty, he will station himself at the west door adjacent to drive through gate to redirect employees to proper entrance. Court Administration Emergency Assist Team member #1 will proceed to the employee doors at the north east of the building. This person will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The 2nd guard will remain on the first floor to give assistance to fire and law enforcement personnel. The guard will watch for fire personnel, direct the public, and

notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible.

17:00 to 18:00 - The 1st guard will wedge open the four front doors and direct the people out to a safe area down Alameda. When the building is empty, he will station himself at the west door adjacent to drive through gate to redirect employees to proper entrance. The 2nd guard will proceed to the employee doors at the north east of the building. This guard will wedge open the 2 doors so that employees can exit. He will remain there to prevent reentry by employees or entry of any one else. The guard will watch for fire personnel and notify Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated employees by radio as soon as possible.

18:00 to 21:00 The building's four front doors are locked to the public at this time. The guard will check all floors and areas to make sure employees or janitors have left the building through employee doors. This only guard will watch for fire personnel and notify building maintenance and Frontier dispatch of the alarm as soon as possible. When the fire department has given the "all clear" the guard will attempt to inform evacuated workers by radio as soon as possible.

Verbal commands will be given by the guards saying in a calm manner to "please exit the building", not saying fire or fire drill, just "exit this way please". Wanding paddles may be used as an arm extension to help direct/point the flow of people towards the open front doors.

Mobility impaired occupants will be directed to gather on the East side of balconies where the yellow triangle signs indicate, unless the type of incident makes that area unsafe. If so, they should be directed use as the alternate site, the fire rated stairwell on the north east quadrant of the building.

Ask Tucson Police to stop or direct traffic on Alameda, if they're available and needed, to safely direct evacuees away from building for fire or emergency personnel access, as security is not allowed to work traffic.

Procedures following the evacuation are as follows: The fire alarm panel can only be reset after permission is granted by the fire marshal following inspection of the building. Employees may return through either the Toole employee entrance or through the Alameda entrance. ID will be checked by security guards and/or Court Administration Emergency Assist Team members. The public is not to be allowed into the building until employees have returned to their respective workplaces. Security will then open the front doors and all people returning must be properly cleared/scanned before reentry. Jurors will be admitted first, then the public. Two (2) Court Administration Emergency Assist Team members will assist at the Alameda entrance security station.