

CITY'S EMERGENCY EVACUATION PLAN

Background:

The potential for serious losses both human and economic resulting from emergency situations in office buildings has been demonstrated throughout the country. Fires and other emergency situations can happen everyday.

Although care was used in the design and construction of our buildings and its systems, their operating maintenance programs emphasizes the prevention of unsafe conditions; the City must be prepared to cope with emergency situations.

Many fires that have occurred in office buildings have been controlled and extinguished without spread beyond the point of origin, with no loss of life and with minimal property damage. The difference between those minimal losses and losses that are more serious, is good emergency planning. This Plan, therefore, is designed to provide immediate, coordinated response by trained personnel.

Purpose:

Our purpose is to maximize the safety and the well being of all occupants of City facilities during emergency situation. The authority for this citywide evacuation plan may be found in the Safety Manual, Chapter 737.

Scope:

This plan will be followed for all emergencies leading to or requiring evacuation of the building. It includes, but is not limited to the following situations:

1. Fire, smoke, fire alarm or fire drills
2. Hazardous spills or incidents, and
3. Other emergencies.

All managers of City owned facilities shall be responsible for developing, posting, and implementing emergency response and evacuation procedures for their facility using this citywide plan as a guide.

Procedures:

A. Upon Discovery of a Fire;

1. Evacuate everyone from the immediate area of danger. **USE STAIRWELLS - DO NOT USE ELEVATORS!**
2. Sound the alarm. Go to the nearest fire alarm/pull station and operate the alarm (many fires have spread due to delayed alarms). A building manager or a representative designated by the manager is responsible for calling the Fire Department (911).
3. Contact Tallahassee Police Department (891-4200) with type of incident and status. Request TPD notify the downtown officer immediately concerning the emergency.
4. Extinguish or contain the fire, if the fire is small enough and you have had training in fire extinguisher use and if you are confident that you can operate it effectively,

then and only then should you attempt to extinguish the fire. If you have not had this training, confine the fire. Confine the fire by closing doors to the fire area and evacuate to the nearest exit.

B. When the Fire Alarm Sounds,

1. Immediately leave your work area and close the door behind you.
2. Go to the nearest exit or stairwell and proceed to your designated area outside the building (see maps). **DO NOT USE ELEVATORS! (NOTE: The outside designated area or gathering place(s) shall be across a street or intersection. If the emergency is classified as a bomb threat, then the gathering area(s) shall be at least three blocks from your location).**
3. If your assigned exit or stairwell is blocked due to heat or smoke, use an alternate exit (stairwell or other).
4. If you are caught in smoke, crawl! Fresher air is near the floor. **REMEMBER:** A fire can be lethal. Get out as quickly as possible without running. Remain outside the building in designated areas until instructed to re-enter.
5. Employees with special needs that need assistance, an Emergency Evacuation Coordinator (EEC) assigned to you will assist you to the proper staging area. Fire personnel will assist you out of the building. The staging area is rated 1-hour and is completely safe from any harms way.

C. After hours Actions:

1. After hours is defined as anytime other than 8 am to 5 pm Monday thru Friday including holidays.
2. All departments are responsible for ensuring their personnel are aware of the after hours procedures and that they are required to respond to all alarms and emergency procedures as outlined in this policy.
3. All personnel are to exit the facility utilizing the safest exit and proceed to Kleman Plaza. **DO NOT USE THE ELEVATORS TO EXIT THE FACILITY.**
4. During the normal workweek of Monday through Friday, the nighttime custodial staff supervisor will be responsible for supervision of the nighttime staff for their duties and assignments and will conduct an informal accounting of personnel in the facility. In the event of an emergency, the supervisor will then report his/her findings to the on scene fire commander as to who was accounted for in the building prior to the emergency. The nighttime supervisor is not responsible to direct, supervise or act as Floor Warden for staff that is in the building After Hours. The nighttime supervisor will be responsible to instruct the nighttime staff on the procedures as outlined in this policy. It is also the sole responsibility of each department manager/director to instruct their employees on the evacuation procedures as contained in this policy and to follow all guidelines regarding safety.

D. Other Situations;

1. If the alarm sounds because of an explosion, a bomb threat, a hazardous spill, or a hostage situation, trained personnel will take complete charge of the situation. Evacuate the building as previously instructed.

The Florida Building Code 2001, does not allow for the use of the audible alarm to be used for any purpose other than fire alarm. There will need to be a distinguishing sound other than the fire alarm for other emergencies. See Bomb Threats.

2. If the alarm sounds because of a potentially dangerous weather occurrence, occupants of the building will be given voice directions over the intercom as to where the safe areas are located. Occupants shall proceed to those areas as quickly and as safely as possible. An **'All-Clear'** notification will be issued upon the ending of the **ALL** emergencies.

SPECIAL INSTRUCTIONS

- **Employees with Disabilities** - The Fire Department will be kept abreast of all employees with disabilities in city buildings. A continually updated list will be given to Fire Stations immediate to the building in a timely fashion. It is the responsibility of the building managers to forward this updated list to their fire station. EEC's shall be assigned to employees needing assistance and they have the responsibility to assist those employees to their respective, stairway platform (1-hour fire rated) until fire personnel arrive and take over the situation (DEFEND IN-PLACE). Develop internal plans that allow for smooth communication among the responsible wardens and their assigned employee(s) with the person(s) who will meet the fire department upon their arrival to the scene. A comprehensive list, which shall include the specific locations of employees that remain in the building in their 'safe' areas, as well as the number of persons that remain in the building, shall be given to the fire person in charge upon arrival. Once on the stairway platform, do not attempt to use the stairs! Also, remain out of the path of other evacuating employees. If, however, the emergency is such that everyone will need to leave the building, then it becomes the responsibility of the floor warden(s) to assist those employees with evacuation, immediately. Elevators may be used if the emergency is not fire related
- **Emergency Evacuation Coordinators (EEC)** - The floor warden or EEC system is one of the most effective means of monitoring evacuation of occupants. The responsibilities of EEC's in Evacuation/Emergency situations are to:
 1. Ensure that all personnel in their assigned area(s) are safely and expeditiously, evacuated to the designated area(s) outside the building, and that the evacuation routes are followed and maintained throughout the evacuation. **You are to be responsible for accounting for all your personnel during evacuations.**
 2. Be trained in the evacuation and procedures by the Safety Officer.
 3. Make periodic checks to prevent the accumulation of combustible materials (toner, etc.) on their floor.
 4. Check, on a monthly basis, the availability and condition of the fire extinguishers in their area(s), and initial the tag on the extinguishers.
 5. Periodically check the aisles and aisle ways leading to the exits to remove any obstructions or debris buildup, which could hinder exit accessibility during evacuation.
 6. Periodically check that exit signs are in place and operating properly. Remove all tripping hazards. Continually notify the Fire Department on the employment status

of employees with disabilities, and, provide location information on ALL new employees in your area of responsibility.

7. EEC's will also serve as a means for disseminating all information relating to emergency situations.
8. EEC's are to check the restrooms for personnel during evacuations.
9. They are to ensure that they accompany their assigned employee needing assistance to their designated area and to remain with them until fire professionals arrive to take charge of the situation.
10. EEC's who do not have the responsibility of assisting these employees, will report the **"all clear"** of their area of responsibility to monitors outside the building. Monitors will be easily recognized by their 'bright' orange vests.
11. Continually update a list of Emergency Evacuation Coordinators that are on vacation or out ill.

- **The building's Safety Committee as well as the Safety office is responsible for periodic safety inspections of fire equipment and hazardous material accumulation.**
- **The building's manager, or his/her representative, is responsible for maintaining a smooth and orderly transition of occupants to the outside of the building as well as preventing the general public from entering the building during an emergency evacuation.**
- **Training all Building Personnel** - Complete emergency evacuation procedure training will be given to building personnel. Managers or their representatives and Emergency Evacuation Coordinators will be trained-in precise evacuations procedures, including the following:
 - 1.) Use of fire extinguishers
 - 2.) Evacuation routes, designated Emergency Evacuation Coordinators, and safe areas outside the building
 - 3.) Personal conduct during evacuation
 - 4.) First aid training
 - 5.) Locating fresher air
 - 6.) Locating exits, alarms, and maps.

It will then be their responsibility to inform new hires as well as others deemed necessary on the evacuation routes, the design coordinates, and design/assigned safe areas for their particular section.

Fire Drills, Tornadoes Drills, Bomb Threats Drills, Chemical Spills Drills, etc, shall be conducted at least one Drill per disaster type per year. Routine access routes shall be randomly "blocked-off" to assimilate the response to react to a situation without panic. The Fire Department shall assist on drills and provide guidance and direction for improvement.

Attachment: Bomb Threat and Robbery

A Bomb Incident Plan shall be updated at least semi-annually and more often if employees change position. A Bomb Incident Plan shall be kept confidential and a list of persons who have been given a plan must be kept. A primary location shall be established as a command center (post) and blueprints for the arriving emergency units. Announcements shall be made to indicate to the Emergency Coordinators that will alert them to the possible threat. The announcement shall be made every 30 seconds. Bombs may be sensitive to certain communication instruments. It is necessary to check with the Bomb Squad, but generally no cellular phones, codeless phones, walkie-talkies or pagers should be used. Only hard wired phones for communication.