

ADMINISTRATIVE PROCEDURES



Procedure Number: **30-26**

Effective Date: 05/21/2012

Revision Date: _____


County Administrator

SUBJECT: FACILITY EMERGENCY ACTION PLAN

DEPARTMENT RESPONSIBLE: All Departments

I. STATEMENT

The purpose of this administrative procedure is to provide direction to Department Directors, the Facilities Management Department and the Office of Emergency Management and Homeland Security in the development and implementation of Emergency Action Plans (hereafter Facility Emergency Action Plans) as required by the Code of Federal Regulations Title 29 Section 1910.38 and Section 1910.39 (the CFR), respectively, and the provisions of the International Fire Code (the Code) adopted by Pima County at the time that such Plans are implemented.

A Facility Emergency Action Plan (FEAP) will be established for all Pima County facilities as required by the CFR or the Code for every space owned, leased, operated or occupied by Pima County. Buildings that are leased in their entirety to non-County entities are excluded from this Administrative Procedure. Each FEAP will be developed to maximize the safety of County employees and the public.

II. PROCEDURE:

1. All County Departments:

- 1.1. Each Department will develop and implement a FEAP for each Facility that houses that Department's employees. Each Department will coordinate with the Pima County Office of Emergency Management & Homeland Security (OEM) and the Pima County Facilities Management Department (FM) as necessary to assure that a single, consolidated Facility Emergency Action Plan is implemented in those facilities that are occupied by employees of more than one County Department. Directors whose entire staff occupy a multi-Departmental building will also coordinate their FEAP with OEM and FM.
- 1.2. At a minimum, each FEAP must contain the following elements:
 - 1.2.1. Identification of potential hazards or threats of harm;
 - 1.2.2. Mechanism to alert people inside and outside the building when a threat or hazard is identified and evacuation is required. This mechanism must address notification to 9-1-1 and Facilities Management for all hazards, including fire, bomb threat or any other hazards.

- 1.2.3. The preferred and alternative means for evacuating people from the building, include directions, maps or diagrams;
- 1.2.4. Interior and exterior maps, site plans, diagrams, and any other media;
- 1.2.5. Designated areas (Safe Areas of Refuge) where persons unable to use stairways can remain while waiting for assistance to evacuate the premises;
- 1.2.6. A safe place outside of the building where employees and the general public are to go (Rally Location). This location must be at least 1,000 feet from the building;
- 1.2.7. A process to account for everyone at the Rally Location;
- 1.2.8. Location and directions for people who must remain in the building to secure critical equipment before evacuating;
- 1.2.9. Criteria for determining whether staff will be allowed to reenter the building, be sent home or relocated to another facility;
- 1.2.10. Contacts/notifications for the building, i.e. facility management, risk management, health department, etc.;
- 1.2.11. The conduct of training and exercises (“drills”) to assure staff understand the FEAP and implement it safely. The schedule for conducting drills will be implemented to comply with applicable federal, state and local rules, regulations and licensing requirements in effect in each facility.
- 1.3. Department Directors will ensure that the all Department employees review the applicable FEAP not less than once every twelve months. Department Directors will submit documentation of such review to the Director of the Office of Emergency Management & Homeland Security (OEM) upon request.
- 1.4. A Building Evacuation Coordinator and an Alternate Building Evacuation Coordinator as necessary will be designated for each County facility subject to an FEAP.
 - 1.4.1. In facilities occupied by only one Department, the Department Director will designate the Building Evacuation Coordinator.
 - 1.4.2. In facilities occupied by more than one Department, the County Administrator will designate the Building Evacuation Coordinator.
- 1.5. The designated Building Evacuation Coordinator will appoint Floor Evacuation Coordinators as necessary for the building in sufficient numbers to assure that evacuation of each floor and each area on each floor can be accomplished effectively and efficiently.
 - 1.5.1. The Building Evacuation Coordinator will complete a Floor Evacuation Coordinator Form for his/her facility and submit a copy to Facilities Management and OEM.
 - 1.5.2. Each Floor Evacuation Coordinator will be responsible for efficient and effective evacuation of a floor or portion of a floor of the facility in the event an evacuation is called for.
 - 1.5.3. The Building Evacuation coordinator will provide training and orientation to each Floor Evacuation coordinator to assure that he/she is familiar with the FEAP, the evacuation route, Safe Area of Refuge and Rally Location for his/her assigned area and the duties that he/she is expected to perform.
- 1.6. Evacuation Coordinators will provide input into the development and revisions of the Facility Emergency Action Plan upon request.

- 1.7. Floor Evacuation Coordinators will complete a Floor Evacuation Information Form and post it in a conspicuous place on the floor/area for which they have been designated as Floor Evacuation Coordinator.
- 1.8. Exercises (“drills”) to test the effectiveness of Evacuation Procedures will be conducted periodically according to a schedule established by the Director of the Pima County Office of Emergency Management and Homeland Security

2. Office of Emergency Management and Homeland Security (OEM)

- 2.1 Directors will consult the Pima County OEM for assistance in the development of the Facility Emergency Action Plan as necessary.
- 2.2 Directors will submit their draft FEAP to OEM for review prior to adoption of the FEAP. OEM will review each FEAP and provide recommendations for changes to the Director as necessary.
- 2.3 Annually, the Director of OEM will establish and disseminate a schedule for the conduct of drills to test the effectiveness of Evacuation Procedures.
- 2.4 OEM will develop and implement training for all county personnel to the Facility Emergency Action Plan, including security staff that may be assigned to any facility.
- 2.5 OEM will conduct drills activating the FEAP for each county facility as required by the version of the International Fire Code then in effect or more frequently as necessary.
- 2.6 OEM will maintain and secure all records and plans related to emergency procedures for Pima County facilities.

3. Facilities Management Department

- 3.1 FM will assure that all emergency warning and fire suppression systems in all buildings occupied by Pima County employees are tested and maintained in good working order per applicable Federal, State, and County codes.
- 3.2 FM will provide Building Evacuation Coordinators and Floor Evacuation Coordinators with accurate floor plans of each workspace, illustrating the locations of all items noted in the Facility Emergency Action Plan.
- 3.3 FM will provide copies of the building interior and exterior maps to be included into each FEAP as necessary.
- 3.4 Upon request from a Director or OEM, FM will assist to identify special conditions and/or hazards in each county building for inclusion in the Building Emergency Action Plan.

4. Threat Assessment Team

- 5.1. A Threat Assessment Team (TAT) is established pursuant to Administrative Procedure 30-23. The TAT will include the following individuals, or their designees:
 - 5.1.1 County Administrator
 - 5.1.2 Presiding Judge of the Superior Court
 - 5.1.3 Director, Office of Emergency Management and Homeland Security
 - 5.1.4 Clerk of Superior Court
 - 5.1.5 Director, Facilities Management
 - 5.1.6 Director, Risk Management
 - 5.1.7 Security Coordinator, County Security

5.1.8 Commander, Judicial Security

5.1.9 Superior County Security Coordinator, Court Security

5.2. The TAT will participate in not less than one drill or actual event annually.

FLOOR EVACUATION INFORMATION FORM

Information for

Building Name _____ **Floor** _____ **Department/Area** _____

Position	Name	Location	Phone	E-mail
Building Evacuation Coordinator				
Alternate Building Evacuation Coordinator				
Floor Evacuation Coordinator				

PRE-DETERMINED ASSEMBLY AREA:

SAFE AREA OF REFUGE:

POST IN A CONSPICUOUS LOCATION

Date Posted: _____ **By:** _____

