



# ADMINISTRATIVE PROCEDURES

Procedure Number: 30-27

Effective Date: May 21, 2012

Revision Date: \_\_\_\_\_

  
County Administrator

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SUBJECT: **FACILITY EVACUATION PROCEDURES**

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DEPARTMENT RESPONSIBLE: All Departments

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## I. STATEMENT

This Administrative Procedure sets forth the procedure for evacuation of Pima County facilities.

All evacuations of County facilities, whether in connection with a drill or an actual incident, will be conducted in accordance with the standards established in this Administrative Procedure.

## II. PROCEDURE

### 1. Notification to Evacuate

- 1.1. Notice to evacuate a building will be given by means of a loud, audible alarm and/or flashing lights.
- 1.2. Notice to evacuate a building may also be given by alternate means.

### 2. Evacuations Responsibilities – All Employees

- 2.1. Immediately upon hearing the alarm, all employees will exit the building and go to their designated Rally Locations.
- 2.2. Employees who cannot evacuate the building will go to the designated Safe Area of Refuge and await assistance to evacuate.
- 2.3. Employees will provide direction and assistance to members of the public to evacuate.
- 2.4. Employees will evacuate buildings in a calm and orderly fashion.
- 2.5. Employees will remain at their Rally Locations until they receive instructions to return to their work stations, proceed to another location, or go home.

**3. Evacuation Responsibilities – Floor Evacuation Coordinators**

3.1. Immediately upon hearing an alarm, Floor Evacuation Coordinators will:

- 3.1.1. Retrieve their assigned emergency gear;
- 3.1.2. Proceed through their assigned areas and alert occupants that an emergency situation exists and they must evacuate the building;
- 3.1.3. Conduct a quick inspection to assure that all individuals have evacuated their assigned area;
- 3.1.4. Assure that all doors and windows are closed;
- 3.1.5. Assist individuals with special needs to evacuate the building or to a Safe Area of Refuge;
- 3.1.6. Record the identity of individuals in the Safe Area of Refuge on the Emergency Evacuation Checklist;
- 3.1.7. Evacuate the building;
- 3.1.8. Proceed to their assigned Rally Locations and await further instructions; provide the completed Checklist to the Building Evacuation Coordinator upon request.
- 3.1.9. If re-entry is authorized, Floor Evacuation Coordinators will inform the employees at the Rally Location and assist Security Personnel to implement the re-entry procedure.

**4. Evacuation Responsibilities – Building Evacuation Coordinators**

4.1. Immediately upon hearing an alarm, the Building Evacuation Coordinator will:

- 4.1.1. Evacuate the building;
- 4.1.2. Locate the Floor Coordinator for each floor and collect the completed Emergency Evacuation Checklists;
- 4.1.3. Verify that a Checklist for each floor has been completed and is in his/her possession;
- 4.1.4. Review all checklists and inform the Incident Commander of the status of the evacuation, including information regarding individuals in Safe Areas of Refuge;
- 4.1.5. Maintain contact with Facilities Management personnel to determine if re-entry to the building is authorized;
- 4.1.6. If re-entry is authorized, notify each Floor Evacuation Coordinator and collaborate with Security to implement re-entry procedures.

4.2. Building Evacuation Coordinators will forward all completed Emergency Evacuation Checklists to OEMHS within 5 (five) business days after the evacuation.

**5. Evacuation Responsibilities – Security Personnel**

5.1 Immediately upon hearing an alarm, Security Personnel will:

- 5.1.1 Evacuate the building;
- 5.1.2 Secure the building to assure that no employees or members of the public re-enter the building until authorization to do so has been issued by

Facilities Management. First responders and Facilities Management staff may access the building at their own discretion.

5.1.3 Once the building is secure, Security Personnel will search each Rally Location for hazards to the public. Security will assure that the building remains secure while the Rally Locations are being searched.

5.1.4 Security Personnel will assist staff and the public to evacuate buildings only as time permits.

5.2 If re-entry is authorized, Security Personnel will screen all individuals seeking to enter the building. Only Pima County personnel with current valid Pima County identification may enter the building during this phase. Once County personnel have returned to their work stations, Security Personnel may permit members of the general public to re-enter the facility. Security personnel will complete an Incident Report describing what transpired during the evacuation and send it to the Director of Facilities Management and the Director of the Office of Emergency Management & Homeland Security within five (5) business days after the event.

## **6 Response Responsibilities – Facilities Management**

6.1 Upon receipt of notice that an alarm has been triggered, Facilities Management will respond to the site and meet with Security personnel to determine if the alarm is an actual incident or false alarm.

6.2 If the incident is deemed to be a false alarm, Facilities Management will:

6.2.1 Contact the Central Plant Operator and authorize him/her to cancel first responder response;

6.2.2 Authorize implementation of the re-entry procedure, if warranted;

6.2.3 Silence and re-set the building alarm system;

6.2.4 Conduct a review of the cause(s) that led to the false alarm and recommend improvements as appropriate.

6.3 If the incident is deemed to pose a serious threat, Facilities Management will

6.3.1 Notify the Central Plant Operator and instruct him/her to contact the Pima County Office of Emergency Management (OEM);

6.3.2 Provide building plans and other pertinent information to first responders as necessary;

6.3.3 Monitor the situation and report to the Director of Facilities Management as necessary ;

6.3.4 Perform a damage assessment of the facility as necessary;

6.3.5 Advise the Threat Assessment Team regarding whether the facility should be reoccupied.

6.4 At the conclusion of the event, Facilities Management will complete a Preliminary Post-Incident Report and submit it to OEMHS within five (5) business days after the event.

## **7 Response Responsibilities – Office of Emergency Management**

7.1 Upon receipt of notification from Facilities Management that a serious threat has been identified, the Director of OEM will

- 7.1.1 Notify the Threat Assessment Team (TAT), proceed to the Emergency Operations Center (EOC) and activate the EOC;
- 7.1.2 Coordinate a response to the incident as a member of the Threat Assessment Team.

**8 Threat Assistance Team (TAT)**

8.1 A Threat Assessment Team (TAT) is established pursuant to this Administrative Procedure. The TAT will include the following individuals, or their designees:

- County Administrator
- Presiding Judge of the Superior Court
- Director, Office of Emergency Management and Homeland Security
- Clerk of Superior Court
- Director, Facilities Management
- Director, Risk Management
- Security Coordinator, County Security
- Commander, Judicial Security
- Superior County Security Coordinator, Court Security
- Other staff as assigned by the County Administrator

8.2 The duties of the TAT are:

- 8.2.1 Respond to threats/incidents upon receipt of notification from the Director of OEM as set forth in the Administrative Procedure;
- 8.2.2 Perform continuous assessment of the risk of threats to Pima County facilities and advise the County Administrator regarding appropriate measures to reduce such risks.
- 8.2.3 Complete and/or contribute to After Action Reports as necessary.
- 8.2.4 The County Administrator or his/her designee will direct the activities of the TAT.
- 8.2.5 Craft communications and messages to a) inform Department Directors and others of the status of the evacuation event and b) provide instructions regarding building re-entry or other instructions for staff as necessary.

8.3. Upon receipt of notification from the Director of OEM, the TAT will:

- 8.3.1 Convene in the Emergency Operations Center (EOC) or an alternate location as directed by the Director of OEM;
- 8.3.2 Review information regarding the event and provide recommendations for appropriate action to the County Administrator for the duration of the event or until released from such duty by the County Administrator.

**9 Post Evacuation/Event Procedures**

9.1 The Building Evacuation Coordinator, the Floor Evacuation Coordinators and any other persons with information relevant to the evacuation will convene a meeting within one hour of completion of re-entry to review the completed Emergency Evacuation Checklists and review the evacuation process to determine whether any improvements can be made. The Building Evacuation Coordinator will summarize the results of this meeting and provide a written report to the Director of OEM within five days after the evacuation/event.

9.2 OEMHS will review all documentation resulting from the evacuation to determine the appropriate type of action that may be required, including the Emergency Evacuation Checklist, TAT Report and Security report. OEMHS will provide a Final Report and recommendations for process improvements to the County Administrator within 30 days following the emergency evacuation.

## I. Threat Assessment Team Report

<b>Report Date/Time</b>	<b>Incident Address:</b>	
<b>Started (Date/Time)</b>	<b>Ended (Date/Time)</b>	<b>Incident Type</b>

**Portion of building damaged**

**Weather conditions**

**Incident Issues**

Number of Injuries	Number of Deaths	Number still inside		
Threat Assessment Team	EOC	Name	Scene	Name
County Administrator				
County Security Cord.				
Facilities Management				
Risk Management				
Office of Emer. Mgmt.				
Sheriff Department				
Health Department				
Court Security				
Other				
Other				

**Response Agencies:**

**Summary of the situation (use back if necessary):**

**II. Emergency Evacuation Checklist**    Date \_\_\_\_\_

Building/Location \_\_\_\_\_

Floor \_\_\_\_\_ Floor Coordinator \_\_\_\_\_

**Offices**

Cleared  
 Not Cleared    Reason \_\_\_\_\_

**Bathrooms**

Cleared  
 Not Cleared    Reason \_\_\_\_\_

**Closets**

Cleared  
 Not Cleared    Reason \_\_\_\_\_

**Storerooms**

Cleared  
 Not Cleared    Reason \_\_\_\_\_

**Cubicles**

Cleared  
 Not Cleared    Reason \_\_\_\_\_

**Stairways**

Open                       Blocked with: \_\_\_\_\_

**Windows**

Closed  
 Open  
 Locked  
 N/A

**Doors**

Closed  
 Open  
 Locked

**Lights**

Off  
 On

**SPECIAL NEEDS PERSONS:**

**Wheelchair**            Number:            Location: \_\_\_\_\_

**Walker**                    Number:            Location: \_\_\_\_\_

**Motorized Chairs**    Number:            Location: \_\_\_\_\_

**Crutches**                 Number:            Location: \_\_\_\_\_

**Other**                      Number:            Location: \_\_\_\_\_

**REFUSED TO LEAVE:**

Name & Location: \_\_\_\_\_

Name & Location: \_\_\_\_\_

Give completed form to the Building Evacuation Coordinator  
(Put additional information on back)