



SAFETY DIRECTIVE

<p>Title: Evacuation Procedure for Town Buildings Issuing Department: Human Resources Department Effective Date: December 20, 2023 Approved: Curry C. Hale, Human Resources Director Type of Action: Revision</p>

1.0 PURPOSE

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

The policies and procedures contained in this section are intended to assist in identifying and complying with regulations and rules set forth by the Occupational Safety and Health Administration (OSHA) Code of Federal Regulations. In all cases where there is a difference between specific OSHA standards, International and Local Fire Codes and policies set forth in this directive, the strictest of all shall prevail.

2.0 DEPARTMENTS AFFECTED

This program applies to all departments and employees of the Town of Marana.

3.0 REFERENCES

3.1 NFPA 101 – 2021 Life Safety Code

3.2 OSHA Standard 29 CFR 1910.34 through 1910.39, Subpart E - Exit Routes and Emergency Planning

3.3 International Fire Code 2021, Sections 404 – 406

4.0 DEFINITIONS

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

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

- 4.3 Occupants: All individuals within a building, including employees, visitors and others.
- 4.4 Incident Commander: The individual or officer so designated by the Human Resources Department / Fire Department for fires and chemical spills / fumes and by the Police Department for criminal events.
- 4.5 Command Post: The site outside each Town building where the Incident Commander controls the emergency response operation.
- 4.6 Safe Zone: The area outside each Town building designated as the place where building occupants shall proceed during a drill or emergency event to await verification of evacuation.
- 4.7 Fire Warden: A person assigned to a department, division or section that facilitates the safe and orderly evacuation of Town buildings during emergency events and drills.

5.0 POLICIES AND PROCEDURES

5.1 Education and Training

- 5.1.1 Human Resources Department shall provide employee training on the emergency procedures for Town buildings:
 - 5.1.1.1 By providing materials or lecture during new employee orientation;
 - 5.1.1.2 By posting of this directive on the employee portal Safety webpage.
- 5.1.2 Human Resources Department shall provide annual Fire Warden training by providing on-site or web-based classes in combination with a practical application emergency evacuation drill where required.

5.2 Evacuation

- 5.2.1 During any alarm activation, a Human Resources Department representative will assume role as Incident Commander until turned over to Fire Department or Police Department.
 - 5.2.1.1 Incident Commander will establish an Interim Command Post until turnover to Fire Department or Police Department. Incident Commander will establish communications with all fire wardens via radio.
- 5.2.2 Town employees shall immediately evacuate their facility at the direction of the designated Fire Warden or Alternate and shall assemble in the Safe Zone until the conclusion of the event.
- 5.2.3 Town employees shall be responsible for evacuation procedures and evacuating their facility in the absence of their Fire Warden or Alternate individually or as a group. Employees shall assemble in their respective Safe Zone until the conclusion of the event.
 - 5.2.3.1 Zone 1: Town Manager's Office, Finance
 - 5.2.3.2 Zone 2: Human Resources, Legal, Development Services, Tech Services, Clerk, Communications
 - 5.2.3.3 Zone 3: Community and Neighborhood Services, Parks & Recreation, Water

- 5.2.3.4 Zone 4: Court
- 5.2.3.5 Zone 5: Marana Police Department
- 5.2.3.6 Zone 6: Court Lobby and members of the public visiting the Court
- 5.2.4 Departments with mission critical staff shall develop site-specific evacuation policy and procedures that will address continuity of operations in the event of an extended evacuation, i.e. the need to maintain critical functions and communication systems for the Town of Marana.
- 5.2.5 For events without a declared emergency or alarm activation, the Town Manager or designee (Department Head) shall, in consultation with public safety officials (Incident Commander), determine the need for facility evacuation, partial facility evacuation or lock down and a subsequent course of safe action for the employees.
- 5.3 Emergency Procedure Guide. The Human Resources Department has developed and implemented the Emergency Procedure Guide to assist employees in responding to any number of actual or perceived threats within the workplace. The Emergency Procedure Guide should be located at every lobby area where employees will interact with the public and near every Town phone where incoming public phone inquiries are answered and routed by employees.
- 5.4 Area Evacuation Tag. The Fire Warden will place an Area Evacuation Tag (see attachment 1) to the outside door handle (adjacent key card entry) of a main entry/exit once the area is evacuated during a drill or emergency evacuation. The Area Evacuation Tag alerts first responders that the area is completely evacuated. Evacuation tags should not be placed on every door (office, bathroom, storage room, etc.) in a department or section.
- 5.5 Response to Fires or Odor of Potentially Explosive Gasses. All fires, natural gas odors or other fumes shall be reported by activating the building alarm system and dialing 911 from a Town or cellular phone. If the facility does not have a building alarm, report the emergency event by dialing 911 and evacuate the facility.
 - 5.5.1 Employees should immediately dial 911 when:
 - 5.5.1.1 Smoke / Fumes are seen or smelled;
 - 5.5.1.2 Fire is spotted, no matter how small;
 - 5.5.1.3 An explosion is heard;
 - 5.5.1.4 The smell of natural gas is present;
 - 5.5.1.5 Any condition is observed that is a threat to life or property.
- 5.6 Attempting to Extinguish a Fire. Employees are not required to attempt to extinguish a fire. An employee that does attempt to extinguish a fire shall only do so under the following circumstances:
 - 5.6.1 A 911 emergency telephone notification has been initiated;
 - 5.6.2 The building alarm has been activated;
 - 5.6.3 The employee has been trained on the operation and use of a portable fire extinguisher;

- 5.6.4 The fire is in the incipient stage (the approximate size of an office waste basket) or smaller;
- 5.6.5 In any case where the fire is between the employee(s) and the only emergency exit.
- 5.7 Alarm Activation
- 5.7.1 The fire warning system shall be utilized when a complete or partial evacuation of the facility is required in the presence of flame, smoke, fumes or explosive gas odor. All occupants shall immediately evacuate Town buildings at the sound of an alarm and go to their designated Safe Zone, reporting to their respective Fire Warden.
- 5.7.2 When the Incident Commander orders a partial evacuation, all occupants within the specified portion of a building shall immediately evacuate and go to their designated Safe Zone or alternate location, as designated by the Incident Commander. All evacuated staff must report to their respective Fire Warden or supervisor if present.
- 5.7.3 Elevators shall not be used and stairs shall be utilized as the means of safe exit, when evacuating multi-story Town buildings during an emergency event. Anyone on the elevators when the alarm sounds shall proceed on the elevators directly to the ground floor and exit the building.
- 5.8 Weapons. Employees who observe a weapon brandished with intent to threaten or harm an individual shall immediately dial 911 on a Town phone or personal cellular device, and shall follow the instructions of the Marana Police Department regarding any emergency evacuation action.
- 5.9 Bomb Threat. An employee receiving a bomb threat in person or by phone shall immediately dial 911 on a Town phone or personal cellular device. After relaying all known facts to the Marana Police Department through the 911 notification, the employee will notify supervision. The Department shall follow the direction of the Marana Police Department regarding any emergency evacuation action.
- 5.10 Suspicious Packages. Employees should not handle suspicious packages in any manner. Suspicious packages received by mail should not be opened. Employees who observe suspicious packages or suspicious items that cannot be immediately reconciled with the owner of the package or item shall report the matter to supervision and dial 911 from a Town phone to report the nature of the observation and shall follow the direction of the Marana Police Department regarding any emergency evacuation action.
- 5.11 Return to Work. Evacuated employees shall remain in their designated safe areas until they are instructed to re-enter the building by the Incident Commander. Employees may be instructed to report to another Town facility to complete their workday, or may be dismissed for the remainder of the workday. Such early dismissal shall be determined **ONLY** by the Town Manager or the official designee (Department Head). Employee may leave safe area, after advising respective fire warden, due to medical reasons.
- 5.12 Evacuation Drills
- 5.12.1 Emergency evacuation drills shall be conducted according to the International Fire Code (2021), according to occupancy classification and occupant load designated for each facility.

- 5.12.2 Emergency drills shall be planned and coordinated with Northwest Fire District and the Facilities Management Division, with assistance from Human Resources Department, where required.

6.0 RESPONSIBILITIES

- 6.1 The Human Resources Department has overall responsibility for the Town's safety programs.
- 6.2 The Human Resources Department shall:
 - 6.2.1 Develop and host Fire Warden and Evacuation training for all departments.
 - 6.2.2 Incorporate site-specific evacuation plan information in safety training materials.
 - 6.2.3 During the annual facility safety inspections, ensure that in each Town of Marana facility:
 - 6.2.3.1 Occupancy load certificates are posted for each business and assembly area;
 - 6.2.3.2 Emergency evacuation routes are prominently posted;
 - 6.2.3.3 Emergency exit doors function as designed;
 - 6.2.3.4 Emergency exit signs are installed in the required locations and are functioning properly;
 - 6.2.3.5 Emergency lighting is adequate to the occupant load, is installed in the proper location, and functions properly;
 - 6.2.3.6 In multi-story facilities, post signage by each elevator "IN CASE OF FIRE USE STAIRS".
- 6.3 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas. Department Heads shall:
 - 6.3.1 Designate individuals as Fire Wardens and Alternates for each department, division or section with responsibility for ensuring all affected areas occupied by the department are evacuated in an emergency in accordance with direction given by the Incident Commander.
 - 6.3.2 Ensure fire and evacuation drills are conducted according to the procedures contained in this directive and review, at the departmental level, the recommendation to conduct additional fire or evacuation drills.
 - 6.3.3 Ensure that evacuation plans for their departments and are communicated in writing to staff. The department shall cooperate fully with fire and evacuation drills scheduled by the Town.
- 6.4 Facilities Management shall:
 - 6.4.1 Ensure entry keys are available to public safety officials for those facilities where 24-hour access is not possible through the placement of facility "lock boxes" that contain a building key for use by public safety officials.

- 6.4.2 Provide assistance to public safety officials with building equipment and access to buildings. Facilities Maintenance staff shall respond to emergencies in Town facilities when requested by public safety officials and responding Facilities Management employees shall report to the Incident Commander at the Command Post upon arrival at the scene of the event.
- 6.4.3 At the request of public safety officials, Facilities Management staff shall reset alarm systems, provide entry into various building areas using a master key, shut off utilities, and monitor operation of auxiliary power systems.
- 6.5 Facilities Maintenance staff shall conduct preventative maintenance and testing of building and alarm systems in accordance with the Fire Code including auxiliary power systems and other building equipment necessary for use during emergencies and shall post the results of alarm testing on site and shall log all maintenance and inspections in the electronic work order system.
- 6.6 Development Services Department and Technical Services (TS) shall ensure evacuation routes (maps) for all buildings, housing Town employees, are posted before buildings are occupied by Town employees and shall update and revise evacuation routes in the case of remodel for Town facilities.
- 6.7 Marana Police Department has primary control and responsibility for emergencies involving criminal events. When assuming Incident Command responsibility, the Police Department will provide or coordinate building security during an evacuation until the facility is cleared for re-entry by the Police Department.
- 6.8 The responding fire department has primary control responsibility for emergencies involving fires, explosive gasses, fumes and chemical spills. When assuming Incident Command responsibility, the fire department will provide or coordinate facility security during an evacuation until the facility has been cleared for re-entry by the Fire Department.
- 6.9 Employees shall:
 - 6.9.1 Be responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
 - 6.9.2 Immediately dial 911 from a Town phone or personal cellular device in the event of an emergency. Town employees are responsible for immediate and complete evacuation from their building when an emergency alarm is sounded or partial evacuation from their work area at the direction of the Incident Commander.
 - 6.9.3 Be familiar with the Town of Marana Emergency Procedure Guide that is affixed near telephone units.
 - 6.9.4 Assist in the evacuation of buildings; therefore, employees are responsible for knowing:
 - 6.9.4.1 How to activate the fire alarm or designated evacuation signal for their building;
 - 6.9.4.2 A primary and secondary evacuation route from the facility;
 - 6.9.4.3 The primary Safe Zone to assemble outside of the facility ;

6.9.4.4 How to assist visitors who are unfamiliar with evacuation procedures and exit routes, including designated area of refuge in the buildings where persons who would have difficulty evacuating the building may await rescue by Police or Fire personnel.

6.10 Fire Wardens and Alternates shall be responsible for:

6.10.1 Receiving annual training on the duties of a Fire Warden or Alternate, hosted by the Human Resources Department.

6.10.2 Ensuring all employees in their respective department are familiar with necessary evacuation procedures when no Fire Warden is available.

6.10.3 Being familiar with the floor plan, the number and location of employees and the location of the floor exits in their assigned area.

6.10.4 A daily inspection to ensure that the fire door to any stairwell is maintained in the closed position and that no fire or exit doors are obstructed or inoperable.

6.10.5 Maintaining an up-to-date list of all employees with permanent or temporary disabilities who cannot use the stairs unaided. Arrange to assist these employees when an alarm is activated. If the evacuation of employees or visitors with disabilities is not practical, assist these people in moving to an area of refuge (fire escape stairwells), noting their specific location for reporting to the Incident Commander at the Command Post.

6.10.6 Reporting to the IC at the Command Post or via radio that work areas are evacuated and notice of evacuated areas is posted by placement of Area Evacuation Tags on the entry doors to work areas.

6.11 The Human Resources Department is authorized to halt any practice drill of the Town where there is danger of serious personal injury.

7.0 ATTACHMENTS

7.1 Appendix A – Area Evacuation Tag

Appendix A
Area Evacuation Tag



REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	09/01/2014
REV	Revision	12/20/2023

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