

**Subject: OCCUPANT EMERGENCY PLANS**

**Date: December 12, 2007**

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**Replaces Policy Dated: N/A**

**PURPOSE:** This administrative procedure is a guide to be used by all departments for the development and implementation of Occupant Emergency Plans for all occupied County buildings. Such plans are needed to respond to a fire, bomb threat, medical emergency, or other emergency in order to reduce the potential for injury, and protect life and property in the County workplace.

Occupant Emergency Plans must be developed collectively by the departments occupying each County building. A Template is provided. Special procedures applicable to specific departments are to be incorporated into each Occupant Emergency Plan and identified as such under the heading, *Special Departmental Procedures*

#### **DEFINITIONS**

Occupant Emergency Plan - An emergency action plan to respond to a fire, bomb threat, medical emergency or other emergency within, or in the vicinity of, a specific County building in accordance with this administrative procedure.

Department Administrator - An elected official, the head of a department or a presiding judge.

Emergency Coordinator - Department employee selected by a Department Administrator to help provide Occupant Emergency Plan ("OEP") training to employees and to help ensure successful activation of an OEP.

Building Coordinator - County employee responsible for successful execution of an OEP for a specific building and the central contact for emergency response personnel during an emergency. Building coordinators are selected by the Department Administrators of the departments that occupy each respective County building.

#### **SITUATIONAL ASSUMPTIONS**

Pinal County has been, and will continue to be, subject to emergency conditions resulting from natural and man-made disasters.

It is necessary for Pinal County employees to be prepared for emergencies in order to ensure an appropriate and immediate response.

Pinal County shall ensure that employees are trained in internal emergency response procedures.

The local law enforcement agencies shall respond to emergency situations occurring within their lawful jurisdiction. As required, local law enforcement shall assume control of civil disturbances, crowd control, traffic control and bomb threats.

Local Fire Departments shall respond to emergency situations occurring within municipal or district limits. The County shall enter into intergovernmental agreements ("IGA") with municipal or district fire departments where feasible for response outside their normal jurisdictions and shall enter into

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agreements with private departments where an IGA is not feasible. Municipal and district departments shall assume control of fire fighting, heavy rescue and, if certified by State Health, on-scene emergency medical care.

The Pinal County Sheriff's Office shall respond to, and assume control of, all incidents (except fire) occurring within facilities it occupies.

Those buildings occupied by Pinal County employees, located outside municipal limits, shall be the responsibility of the fire and law enforcement agency having jurisdiction.

### **PROCEDURES**

#### **All Departments**

Initial reporting of emergencies is to be accomplished via the 9-1-1 System.

Each Department Administrator shall:

1. Assign an Emergency Coordinator and an Assistant Emergency Coordinator for each building occupied by his or her department.
2. Ensure that an Occupant Emergency Plan ("OEP") is established and implemented for each building occupied by employees of their respective departments. It may be reasonable to consider a complex as one building for purposes of emergency response depending on the design of the complex.
3. All departments occupying the same building shall work together to establish and implement an OEP for the building they occupy. Employees assigned to establish an OEP should be encouraged to consult with other County employees and with emergency responders; such as, police and fire department representatives as necessary.
4. Ensure that the designated Emergency Coordinators attend all related training provided by Pinal County.
5. Ensure that each employee receives instruction in the OEP for the building they occupy.

Occupant Emergency Plans shall include no less than:

1. Emergency Phone Numbers:
  - a. CALL 911
  - b. Local Police Department
  - c. Local Fire Department
  - d. Emergency Operations Center
  - e. Arizona Poison Control
2. Introduction stating the purpose of the written emergency procedure
3. Special Departmental Procedures:
  - a. Notification Procedures
  - b. Who can authorize evacuation
  - c. Where to exit

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- d. Where to assemble
  - e. Accounting for employees and visitors
  - f. Transportation from assembly area
  - g. Evacuation of special populations
  - h. A temporary location and phone numbers for business interaction and employee information
4. Instructions covering specific emergencies such as:
- a. Fire in the building
    - 1. When a fire alarm sounds
    - 2. If trapped in a room
    - 3. If caught in smoke
    - 4. Advancing through flames
    - 5. Fire extinguisher instructions
  - b. Evacuation
  - c. Evacuation of persons with disabilities
    - 1. Persons with mobility impairments
    - 2. Visually impaired
    - 3. Hearing impaired
  - d. Bomb threats
    - 1. Threat by telephone
    - 2. Bomb threat checklist
    - 3. Suspicious packages and mail
    - 4. Threat received by mail
  - e. Medical emergencies
  - f. Flooding
  - g. Civil disturbances
  - h. Hazardous material incidents
  - i. Reporting evacuation status to the Director of the Office of Emergency Management
  - j. Re-entry procedure.
  - k. Post-emergency debriefing with emergency coordinators, building coordinators and Departmental Administrators to discuss problems encountered during application of OEP.

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Pinal County Office of Emergency Management and Risk Management Department shall:

1. Assist in the development of Occupant Emergency Plans.
2. Help departments develop training for Emergency Coordinators.
3. Assist Department Administrators and Emergency Coordinators in conducting tests of each Occupant Emergency Plan.
4. The Office of Emergency Management shall recommend a Building Coordinator and Assistant Building Coordinator for each County building.

### **Facilities Management**

The Facility Management Department shall ensure that all emergency warning and fire suppression systems, in all buildings occupied by Pinal County employees, are tested and maintained.

Emergency Coordinators shall be furnished with accurate floor plans of each workspace, illustrating the locations of all emergency exits.

### **Employees**

Employees are required to:

1. Become familiar with the Occupant Emergency Plan, including special procedures applicable to their department, for the building they occupy.
2. Become familiar with emergency escape routes for the building they occupy.
3. Assist others to evacuate a building.

### **Emergency Coordinators**

Duties of an Emergency Coordinator should include:

1. Coordinate OEC training of employees in their respective departments.
2. Maintain employee roster for their department.
3. Maintain confidential, emergency contact information for each employee in their department including:
  - a. Name
  - b. Home address
  - c. Home phone number
  - d. Cell phone number
4. Activate OEP, including evacuation of building if necessary.
5. Ensure that employees with special needs receive assistance evacuating a building.
6. Take roll at the assembly point for their departments and report to building coordinators.

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### **Building Coordinators**

Duties of a Building Coordinator should include:

1. Activate OEP, including evacuation of building if necessary.
2. Collect departmental roll sheets from Emergency Coordinators and ensure that all employees are accounted for.
3. Report employees who cannot be accounted for to emergency response personnel.
4. Act as the central contact for emergency response personnel during an emergency.