

310935

Policy Planning and Response

Emergency Action

Effective 07/08/1994

Revised 9/17/2025~~9/2005~~

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.1 Purpose

~~It is the policy of the City of Tulsa to To prepare protect all employees during for unforeseen emergency situations that may occur within City facilities.ies such as fire, tornado, flooding, bomb threats, etc., This policy establishes the framework for developing clear procedures and responsibilities to protect human life, minimize injuries, and protect City resources through the creation of communication procedures and implementation of written emergency action plans requiring the evacuation of employees from the facility or directions for employees to seek shelter in a specific area in the facility.~~

.2 Scope

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This policy applies to all City of Tulsa employees who report to a City facility.

.3 Policy Statement Regulatory Citation

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This is in compliance with OSHA standard 1910.38 – Emergency Action Plans

.4 General Requirements

.41 Every facility that houses occupied by employees shall have a facility specific facility-specific written emergency action plans for the various types of emergencies that the facility may reasonably expect.

.42 ~~E~~All employees, including contract employees, shall be trained on the planstheir facility-specific plan to enable organizedso they understand the proper response actions to be made during for each type of emergenciesy.

.43 The plans shall be made available to employees for review. This is in compliance with OSHA standard 1910. 38.

All city employees, including contract employees, shall be trained on this policy and the specific emergency evacuation procedures for the the facility(ies) in which where they have an office or to which they report to at the start of their shift.

.44 Emergency action plans shall be made available to employees.

.45 For security reasons, emergency action plans shall not be made available to the general public.

.46 At least one fire evacuation drill or other type of emergency evacuation drill shall be performed annually per facility occupied by employees.

~~.47~~ All city employees shall adhere to any and all directions given by evacuation staff~~Floor Wardens~~ during emergency ~~evacuation drills and or~~ actual emergencies.

~~.48~~ ~~e~~Each facility occupied by 11 or more employees must ~~h~~have the appropriate alarm and/or communication system that allows all employees to be warned simultaneously and must have methods for communicating emergencies to local emergency response agencies. Facilities occupied by 10 or fewer employees may rely on voice communication to notify employees of emergencies. ~~Failure on the part of any employee to adhere to any and all directions given by Floor Wardens during emergency evacuations drills and actual emergencies shall result in a departmental disciplinary review.~~

~~.49~~ City of Tulsa facilities that store large or highly concentrated quantities of hazardous chemicals or perform processes that may cause the need for emergency actions shall conduct at least one annual drill on the emergency action for those types of hazards.

#### ~~.4.5~~ .3 Responsibilities

~~All employees, including the following positions, shall be accountable for following through with the listed responsibilities of this policy and failure to do so shall result in a departmental disciplinary review.~~

~~.51~~ Division and Section Managers shall be responsible for:

~~.511~~ Ensuring ~~that~~ each facility within their section ~~that houses~~occupied by employees ~~have~~has a complete-written emergency evacuation action plans as defined in this policy. ~~for the emergencies that each facility may reasonably anticipate~~

~~.512~~ Appointing a ~~Facility Emergency Coordinator~~facility emergency coordinator and Assistant Coordinator and for appointing the appropriate number of ~~the various types of floor wardensevacuation staff~~for each facility ~~that houses~~occupied by employees within that section. ~~See sections .32—.35 of this policy for definitions~~

~~.513~~ ~~Communicating in writing to the Safety & Health Manager the name of the Facility Emergency Coordinator and Assistant Coordinator~~  
Ensuring ~~that employees with specific emergency and evacuation responsibilities~~all evacuation staff ~~are~~ sufficiently trained for duties they have as required by this policyto carry out their responsibilities.

~~.514~~ Ensuring ~~that~~all employees within the division/section have of each facility within that section are trained in their facility's emergency action planbeen provided and have access to a copy of the emergency action plan for their facility, have been trained within the first 30 days of hire, and trained annually thereafter.

~~.515~~

Ensuring ~~that each facility that houses employees within the division/section occupied by employees are is~~ provided with all required emergency ~~evacuation evacuation aid~~equipment, ~~and~~ emergency supplies, and alarm/communication systems as defined in this policy.

~~Ensuring that each facility that houses employees has the appropriate alarm and/or communication system that allows all employees to be warned simultaneously and methods for communicating emergencies to local emergency response agencies. Facilities that house 10 or fewer employees may rely on voice communication to notify employees of emergencies~~

.516 Ensuring ~~that at least at least~~ one annual practice of a fire evacuation drill is performed per facility ~~that houses~~occupied by employees.

.517 Ensuring ~~that City of Tulsa facilities that store large quantities of hazardous chemicals and/or store quantities of highly concentrated hazardous chemicals or perform processes that can cause the need for emergency actions shall perform at least an one~~ annual drill is conducted on the chemical-related emergency action for ~~those types of~~ facilities that meet the criteria outlined in section .48 of this policy-hazards.

~~Ensure a written procedure for communicating to field staff on the various types of emergency actions they may need to take for emergencies that may effect them~~

~~Ensure the field staff are trained in emergency action plans for field staff as defined in this policy~~

.52 Facility ~~Emergency emergency Coordinator~~coordinator and assistant coordinator and Assistant Coordinator shall be responsible for:

.521 Planning and Preparation Duties

.5211 ~~Coordinating the development~~Updating and maintaining a copy of of the emergency ~~evacuation plan~~action plans including a floor plan diagram, ~~for the facility they are responsible for~~ir facility.

.5212 Determining the appropriate number of evacuation staff.

.5213 ~~Coordinating and attending the annual~~ evacuation staff training, ~~of floor wardens and attending building wide floor warden training~~

.5214 Ensuring ~~any new floor wardens~~ evacuation staff are appropriately trained.

.5215 Maintaining an up-to-date list of ~~warden all evacuation staff's~~ names and contact numbers per floor ~~(floor updated monthly)~~

~~.5216 Maintaining a list of all building employees per floor (updated monthly)~~

Maintaining a list of all physically and mobility challenged employees including their special needs needing evacuation assistance.

~~.5217 Assisting with the planning and implementation of drills and evaluating the success of the drills.~~

~~.5218 Ensuring evacuation staff are certified in CPR/First Aid/Automated External Defibrillator (AED).~~

~~.5219 Ensuring floor plan diagrams are posted per floor, indicating the evacuation routes, shelter areas, exits, fire extinguishers, first aid kits, and AEDs when applicable.~~

~~.52110 Ensuring the locations for assembly areas are posted per floor.~~

~~Maintaining a copy of the building's emergency evacuation procedures~~

.522 Emergency Response Duties

~~.5221 Reporting to the pre-designated emergency command post.~~

~~.5222 Being the point of contact contact person for head wardens, assistant head wardens, and emergency rescue personnel during an emergency.~~

~~.5223 Reporting to the pre-designated emergency command assembly area~~

Collecting employee counts and communicating with emergency rescue personnel.

~~.5224 Giving nNotifying to Wardens evacuation staff that itwhen it is safe to re-enter the facility.~~

~~Assisting the floor wardens with the planning and implementation of drills and shall assist the floor wardens in evaluating the success of the drills~~

~~Ensuring that all evacuation plans are updated as necessary~~

~~Maintaining current floor plans of all specific work areas of the entire building (updated monthly)~~

~~Maintaining CPR/First Aid/AED certifications~~

~~Ensuring that floor plan diagrams are posted per floor of the evacuation routes, shelter areas, exits, fire extinguishers, first aid kits and AED's when applicable~~

~~Ensuring that the locations for the assembly/safe areas for the various types of emergencies are posted per floor~~

.5225 Notifying in writing to the section manager, department head, and the Director of Human Resources of an employee

who does not comply or cooperate with ~~Warden evacuation staff~~ instructions during a drill or actual emergency. The name of the offending employee and ~~the circumstance circumstances~~ shall be included in the written ~~communication notification~~. In some instances of employee non-compliance, the Fire Marshall's Office of the Tulsa Fire Department shall be contacted for investigation, and a citation may be issued.

.5226 Assuming ~~the~~ responsibilities of ~~the wardens evacuation staff~~ in smaller, less populated facilities.

.53 Head ~~Floor~~ Warden and Assistant Head Warden ~~/Searcher~~ shall be responsible for:

.531 Planning and Preparation Duties

.5311 Assistant head warden shall assume head warden duties when the head warden is not able or available during an emergency event.

.5312 Creating and ~~maintaining updating~~ a list of ~~the following evacuation personnel when applicable to that facility; evacuation staff warden/searcher, stairwell/elevator monitor, and physically/mobility challenged aide~~ for their floor, including contact numbers for each person ~~(updated and submitted to the facility emergency coordinator)~~ (updated monthly)

~~Creating and maintaining a list of all employees on his/her floor (updated monthly)~~

.5313 Creating and ~~maintaining updating~~ a list of all employees on ~~his/her floor assigned to the floor~~ who ~~are physically and mobility challenged~~ require an evacuation aide, including and what their special the specific evacuation needs ~~are of the employee~~ (updated monthly and submitted to the facility emergency coordinator).

.5314 Posting floor plan diagrams of evacuation routes, shelter areas, exits, fire extinguishers, first aid kits, and ~~AED's~~ AEDs when applicable.

~~Submitting all the above lists to the Facility Emergency Coordinator on a monthly basis~~

~~Ensuring all employees on their respective floors have been given a copy of the emergency evacuation procedures for that floor and have been annually trained on the procedures~~

~~Training any new employees to the floor or facility on the emergency action plan and evacuation procedures within 30 days~~

~~Ensuring the daily verification of absent wardens~~

~~The evacuation of all employees from the floor~~

~~Searching all rooms including restrooms, conference rooms, reception areas and remote areas, (do not lock doors)~~

~~.5315 Maintaining certification in CPR/First Aid/AED.~~

~~Notifying the other wardens to evacuate~~

.532 Emergency Response Duties

.5321 Confirming the evacuation of all employees and visitors from the floor.

.5322 Notifying evacuation staff to evacuate to the assembly area.

.5323 Determining the number of missing employees and the number of successful evacuations  
~~Performing the employee head count at the assembly/safe area and accounting for the location of any missing employees by questioning other co-workers and questioning employees for information on any visitors to the floor~~  
verifying employees' arrival at the assembly/safe area.

.5324 The Head Floor Warden/Searcher shall report to the emergency command assembly area to communicate that the number of missing employees and the successful evacuation count count to the Facility Emergency Coordinator  
~~facility emergency coordinator.~~

~~Knowing and assuming all emergency evacuation responsibilities of the Head Floor Warden, Stairwell Monitor, Elevator Monitor, and Physically and Mobility Challenged Aide~~

.5325 Maintaining certification in CPR/First Aid/AED

~~Posting floor plan diagrams of evacuation routes, shelter areas, exits, fire extinguishers, first aid kits and AED's when applicable~~

~~Wardens will n~~Notifying the Facility Emergency Coordinator  
facility emergency coordinator of any employee refusing to cooperate during a drill or actual emergency.

.54 Searcher Wardens shall be responsible for:

.541 Planning and Preparation Duties

.5411 Knowing and assuming all emergency evacuation responsibilities of the head warden, stairwell monitor, elevator monitor, and evacuation aide as necessary to ensure emergency action continuity.

.5412 Maintaining certification in CPR/First Aid/AED.

.542 Emergency Response Duties

.5421 Searching assigned areas and directing employees and

visitors to the appropriate assembly area for the specific emergency or drill, (close but do not lock doors once area is clear).

.5422 Assist head warden at assembly/safe area in accounting for employees.

.5423 Notifying the head warden of any person refusing to cooperate during a drill or actual emergency.

.55 Stairwell/Elevator Monitors-monitors shall be responsible for:

.551 Planning and Preparation Duties

.5511 Knowing and assuming all emergency evacuation responsibilities of the Hhead Floor Wwarden, Sstairwell Mmonitor, Eelevator/solar well Mmonitor, and Physically and Mobility Challengedevacuation Aide.

.5512 Maintaining certification in CPR/First Aid/AED.

.552 Emergency Response Duties

.5521 Inspecting stairwells for heat and smoke conditions before evacuation.

.5522 Taking a position at his/hertheir assigned exit, and assists assisting in the orderly evacuation of personnelindividuals.

.5523 Instructing personnel-individuals to form a single-filesingle-file lines into-in the stairwell and to stay to the right side of the stairwellstairs.

.5524 Remaining at assembly safe area and aAssist the head warden at the assembly/safe area in accounting for employees. ssisting the Head Warden with the head count at the assembly/safe area.

.56 Elevator/solar well monitors shall be responsible for:

.561 Directing employees and guests not to use elevators unless an elevator has been designated for use to evacuate employees who require evacuation assistance or otherwise instructed by emergency rescue personnel.

.562 Directing employees and guests not to use solar wells unless otherwise instructed by emergency rescue personnel.

.563 Notifying the head warden of any person refusing to cooperate during a drill or actual emergency.

.564 Maintaining certification in CPR/First Aid/AED.

.57 ~~Knowing and assuming all emergency evacuation responsibilities of the Head Floor Warden, Stairwell Monitor, Elevator Monitor, and Physically and Mobility Challenged Aide~~

~~Maintaining certification in CPR/First Aid/AED~~

~~Aides for Physically /Mobility Challenged Employees~~Evacuation aides shall be responsible for:

.571 ~~Ensuring that all physically and mobility challenged employees requiring evacuation assistance are evacuated and then remaining~~remain with them throughout the emergency.

.572 ~~Assisting the head warden with updating the list of employees assigned to the floor who require an evacuation aide.~~

~~Assisting Floor/Wardens in establishing a "Buddy System" in which employees will assist in the evacuation of specific physical and mobility challenged employees. A list of "buddies" will be submitted to the Floor Warden (updated monthly)~~

~~Submitting a list to the Floor Warden/Searcher of all employees on the floor who will need assistance during an evacuation. The list shall include the names, and the type of assistance each individual will need. The list will need to be updated monthly~~

.573 ~~Assisting in training the "Buddies"~~employee needing evacuation assistance.

~~Knowing and assuming all emergency evacuation responsibilities of the Head Floor Warden, Stairwell Monitor, Elevator Monitor, and Physically and Mobility Challenged Aide~~

.574 Maintaining certification in CPR/First Aid/AED.

.58 Employees shall be responsible for:

.581 ~~Attending emergency action plan training and participating in drills.~~

.582 ~~Knowing and following the procedures of each specific emergency actionsituation.~~

.583 ~~Following the the guidance directions of the the warden evacuation staff and other emergency rescue personnel.~~

.584 ~~Remaining in the assembly area and within the specificthe assigned assembly area or shelter location of the assembly area (when applicable) and awaituntil further instructions direction is provided byfrom the Facility Emergency Coordinatorfacility emergency coordinator and/or Wardenevacuation staff(s).~~

.59 The Health and Safety Section shall be responsible for:



~~.591~~ ~~Assisting the Facility Emergency Coordinator~~facility emergency coordinators and ~~Wardens evacuation staff~~ with the development of an ~~Emergency emergency Action action Plan plan~~ for a particular facility when requested by ~~the~~ division/section manager.

~~.592~~ ~~Assisting Facility Emergency Coordinator~~facility emergency coordinators and ~~Wardens evacuation staff~~ with ~~initial Warden evacuation staff~~ training ~~when requested by the division/section manager.~~

~~.593~~ ~~Upon request, assisting facility emergency coordinators with evaluating the success of evacuation drills.~~

## .6 Elements for Emergency Action Plans

~~The elements are essential and shall be included in the development of all emergency action plans. Additional elements relevant to a particular facility shall be included to develop an effective, comprehensive program.~~

~~Many factors are involved in developing a comprehensive emergency action plan. An emergency plan checklist has been developed to assist in developing the required plans (See Appendix 310—A-310-A). The following policy points .41— .47 are essential elements which shall be included in emergency action plans.~~

### .61 Identification of Emergencies

~~.611~~ ~~Identify the various types of emergencies that each specific facility housing occupied by~~ employees may reasonably expect. All internal and external sources of potential emergencies shall be included ~~into in~~ the emergency action plan.

~~City of Tulsa facilities that house hazardous processes or naturally occurring hazard sources or that are located next to facilities that house hazardous processes shall develop emergency evacuation procedures. Tulsa facilities that store large quantities of hazardous chemicals and/or store quantities of highly concentrated hazardous materials or perform processes that can cause the potential need for emergency actions shall include emergency action plans for those hazards.~~.612 The following emergencies shall be included ~~into in~~ the emergency action plan, but are not limited to:

- Fire
- Severe Weather
- Tornado
- Floods
- External Air Contamination
- Internal Air Contamination
- Bomb Threats/Explosions
- Medical Emergencies

- Workplace Violence
- and acts Acts of Terrorism

## .62 Procedures for Emergencies

Each emergency identified shall have written procedures to describe the action required by the ~~Facility Emergency Coordinator~~facility emergency coordinator, ~~Wardens~~, evacuation staff, ~~Maintenance~~maintenance Personnel~~staff~~ (when applicable), and employees. Procedures, as required by the type of emergency, shall include:

- Emergency reporting methods and alarm descriptions
- Emergency contacting methods for Police/Fire/Medical
- ~~Employees remaining in facility to operate critical plant operations (including at what point to evacuate)~~
- Evacuation routes and assembly area locations
- ~~Facility Emergency Coordinator command post location~~
- Accounting for employees
- ~~Shelter in Place~~Shelter-in-place
- ~~Lock-in-Place~~place (when employees lock themselves into offices/etc. for protection against real or potential violent acts)
- Bomb ~~Threat~~threat/suspicious packages/explosions (recording, reporting and evacuating)
- ~~Explosions (bomb or otherwise)~~
- Employees performing rescue or medical duties
- ~~Communicating emergencies to field staff~~
- ~~Emergency actions for field staff to take~~
- ~~Communication~~Communication to with other affected facilities
- ~~Re Entry into the facility~~
- ~~Assisting in the e~~Evacuation of physically/mobility challenged employees~~persons needing evacuation assistance (when applicable).~~
- ~~Using specialized evacuation equipment (when applicable)~~
- ~~Re-entry into the facility~~
- ~~Facility Emergency~~emergency Coordinator~~command post location~~
- Employees remaining in the facility for critical operations

## .63 ~~Determining quantities, listing and contact information of~~Identifying Internal Evacuation ~~Personnel~~Staff

.631 The ~~Facility~~facility ~~Emergency~~emergency ~~Coordinator~~Coordinator shall determine the appropriate number and roles of internal evacuation ~~personnel~~staff to ensure ~~that adequate~~ communication, guidance, and assistance ~~is~~are available ~~to properly evacuate/shelter and account for all employees from the facility during an emergency whenever the facility has employees in it.~~

.632 The ~~Section~~section or ~~Division~~division ~~Managers~~managers shall appoint ~~internal~~ evacuation ~~personnel~~staff according to the needs

of the facility.

.633 The head warden/assistant head warden shall maintain a current ~~The facility size and design, number of employees within a facility, when and where employees are located within the facility will help to determine the appropriate number of internal evacuation personnel needed~~

The list of evacuation staff under their command, to include the assignment, ~~names,~~ names, and contact information. This list will be provided to the facility emergency coordinator for all internal evacuation personnel as required by the facility's emergency action plan shall be included in the plan.

- ~~• The name of the Facility Emergency Coordinator and Assistant Coordinator of each facility shall be communicated in writing to the Safety and Health Manager~~

#### .64 Creating Evacuation Route Diagrams

- ~~• Employee Lists and Floor Plans of Employee Locations~~

##### .641

Each facility shall have a floor plan ~~with a~~ diagram of the evacuation routes ~~for fire and tornadoes~~, shelter areas ~~for tornadoes~~, exits, fire extinguishers, first aid kits, and ~~AED's~~ AEDs (when applicable).

##### .642 Diagrams shall be posted and readily accessible to employees in their work area.

~~Every facility shall have a complete list of employees that report to that facility~~

~~Floor plans of the facility shall be created and the floor plan shall include each office and workstation with each employee's name for that office or workstation. This plan will not be posted but will be kept by the Head Floor Warden. The Wardens will use the floor plan during employee accounting procedures at the assembly area. Emergency Rescue Personnel will also use the plans for locating employees who are unaccounted for. The Facility Emergency Coordinator will keep a master copy of all floor plans and employee lists.~~

#### .65 Designating Assembly Areas

Each Emergency Action Plan will include a primary and secondary Assembly Area for employees to gather ~~at~~ after evacuating the facility. In multilevel facilities, Each floor shall have a specific gathering area within the

Assembly Area. Locations of Assembly Areas can will be diagrammed diagrammed or and clearly written in the Emergency Action Plan. Assembly Areas diagrams are not to be posted to the public, for security reasons. ~~Certain factors will dictate where the Assembly Area is located. These factors include but are not limited to:~~ At a minimum, the following factors shall be considered in determining the appropriate assembly area location.

- ~~• Size~~ Area capable to of accommodate ing ~~all of all~~ the facility's

employees

- ~~An appropriate distance away from the facility/emergency facility or from the facility that has the emergency~~
- ~~The presence of dangers along the evacuation route that may be on the way to or within the Assembly Area~~
- ~~Type of emergency (fire, bomb/explosion, internal air contamination, etc.)~~
- Weather conditions

## .66 Accounting Procedures

~~Head Warden~~s are responsible for the accounting of all employees from their area. Upon arrival at the ~~Assembly assembly Area~~area, ~~Whead warden~~s shall begin the employee accounting procedures ~~by using the employee list and checking off names of employees that are present at the Assembly Area. Any employee(s) not present at the Assembly Area shall be noted on the employee list. The Head Warden shall~~ and immediately report the employee count to the ~~Facility facility Emergency emergency Coordinator coordinator~~ at the ~~emergency Command command Post~~post. If an employee(s) ~~is missing is unaccounted for~~, the ~~Head head Warden warden~~ shall make the ~~Facility facility Emergency emergency Coordinator coordinator~~ aware of the missing employee(s) and their normal work location within the building. ~~(using the floor plan).~~ The ~~Facility facility Emergency emergency Coordinator coordinator~~ shall immediately communicate the missing employee(s) information to ~~the Emergency Rescue-rescue Personnelpersonnel~~.

## .67 ~~Specific-Additional~~ Emergency Action Procedures

Some City facilities may require ~~special-additional emergency~~ action procedures to be included in the emergency action plan due to unique factors of the facility ~~has~~.

.671 Facilities with employees ~~housed on-occupying~~ more than one floor ~~and/or (City Hall, 23rd and Jackson, 7<sup>th</sup> and Houston, PAC, Municipal Courts, Convention Center, Gilcrease Museum, 1710 W. Charles Page, 111 Greenwood, and other multi-story facilities)~~  
~~F~~facilities ~~that house~~occupied by more than one section ~~(such as W. 23<sup>rd</sup> and S. Jackson Warehouse)~~ or department ~~(City Hall)~~ shall coordinate emergency actions ~~together~~ under one ~~Facility Emergency Coordinator~~facility emergency coordinator.

.672 ~~Facilities that store large quantities hazardous chemicals and/or small quantities of highly concentrated hazardous chemicals~~  
~~Facilities that perform processes that can cause the potential need for emergency actions~~

Facilities located near neighboring facilities, or transportation routes that can cause the potential need for emergency actions (refineries, ~~rail roads~~railroads, correctional or mental institutions, factories,

explosive product storage sites, dams, etc.).

.673 Facilities that house hazardous processes or naturally occurring hazard sources or that are located next to facilities that house hazardous processes shall develop emergency evacuation procedures.

.674 Facilities that store large quantities of hazardous chemicals and/or store quantities of highly concentrated hazardous materials, or perform processes that can cause the potential need for emergency actions, shall include emergency action plans for those hazards.

## .7 Training and Drilling

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~~Training and Drilling employees on the procedures of the Emergency Action Plan is a vital component to having successful results during a real emergency. Training and drilling will save lives and may keep property damage to a minimum.~~

.71 Any employee new to the facility or floor shall be trained on the emergency action plan for their new location within 30 days

.72 Employees shall be trained annually on all emergency action procedures per emergency (fire, tornado, bomb, etc.) for that particular the facility facility they report to. UpdateRe-t training shall occur more often when:

.721 A component of the Emergency emergency Action action Plan plan has changedchanged, or a new component has been added, or

.722 The design of the facility or alarm system has changed, that which affects the action procedures to be performed by employees

~~Any employee new to the facility or floor shall be trained on the Emergency Action Plan for that facility within 30 days.~~

.73 Training shall be documented, and filed for auditing purposes per facility. In most cases the Facility Emergency CoordinatorDivision/Section managers will maintain a master file of the training documentation for all employees within their division/section. Training shall be documented and filed for auditing purposes.

.74 Wardens—Evacuation staff shall be trained on their duties and responsibilities within 30 days of appointment and annually or thereafterwithin 30 days of being newly appointed on the duties and responsibilities of Wardens. See sections .32—.35 of this policy for duties and responsibilities for Wardens. Wardens Evacuation staff must maintain a certification in CPR, First Aid, and Automatic Electronic DefibrillatorAEDs (when the facility has AED's). The trainings shall be documented and filed for auditing purposes. The Facility Emergency Coordinator shall maintain a master file of Warden training documentation

~~Field staff shall be trained on the written procedures for the emergency actions field staff should take during emergency situations that effect them and/or their home base. Training shall include~~

~~ideal locations when choosing shelter during severe weather, what to do and who to contact when encountering workplace violence and terrorism while in the field, who to communicate with when they cannot communicate with base and where to respond to when their home base is not approachable or usable.~~

.75 At least one fire drill or other type of ~~emergency~~ emergency evacuation drill ~~that most likely would happen at that facility~~ shall be performed annually ~~on an annual basis~~ per facility occupied by employees. Drills shall be evaluated by ~~the Wardens~~ evacuation staff ~~and other personnel as deemed necessary~~ for the following actions, but are not limited to:

- ~~Employee understanding of procedures and~~
- Employee participation/cooperation ~~by employees~~
- Employee use of proper protection equipment and/or evacuation equipment (when applicable)
- Total time to evacuate all employees from the facility to the proper assembly area
- Employee accounting procedures
- Communication between the Facility Emergency Coordinator ~~facility emergency coordinator~~ and Wardens ~~evacuation staff~~
- ~~Re-Entry~~ Re-entry procedures
- ~~Ways to improve the evacuation procedures~~
- Employee use of proper protection equipment and/or evacuation equipment (when applicable)
- Ways to improve the evacuation procedures

## .8 Emergency and Evacuation Supplies

Each department shall ~~supply~~ provide emergency evacuation supplies as needed to each facility or and floor ~~(in the case of facilities with multiple floors) that houses~~ occupied by Employees ~~employees, with the proper type of emergency evacuation supplies.~~ These ~~s~~ Supplies may include:

- ~~Minor First Aid~~ First Aid supplies
- Flashlight(s)
- CPR kit(s) ~~(one-way CPR masks-resuscitation breathers~~ and rubber gloves)
- Some facilities may require specialized evacuation equipment ~~to aide in the evacuation of employees who are physically challenged~~
- Some facilities may require the use of communication devices to enable Wardens ~~evacuation staff~~ to stay in contact with each other

## .9 Definitions

**Automated External Defibrillator (AED):** An automated external defibrillator (AED) is a lightweight, portable device. It delivers an electric shock through the chest to the heart when it detects an abnormal rhythm and changes the rhythm back to normal.

~~Automatic Electronic Defibrillator~~

**Assembly Area** ~~area~~: A predetermined location for employees to ~~evacuate to~~ gather during ~~when~~ an emergency ~~occurs~~ or drill.

**Command Post:** A location within the assembly area where the Building Emergency Coordinator reports central location for coordinating and managing emergency response operations.

**Cardiopulmonary Resuscitation (CPR):** An emergency procedure involving repeated compression of a patient's chest, performed in an attempt to restore the blood circulation and breathing of a person who has suffered cardiac arrest. Cardiovascular Pulmonary Resuscitation

**Drilling:** A practice exercise where occupants of a building simulate a response to an emergency scenario. Practicing the actions of an emergency to enable Wardens, evacuation staff and employees to become familiar with the evacuation actions in case of a real emergency to be taken during an emergency.

**Evacuation staff:** Employees assigned to assist in the safe and orderly evacuation from a facility during an emergency. Evacuation staff may include, but are not limited to: head warden, searcher warden(s), stairwell monitors, elevator/solar well monitors, and evacuation aide(s).

**External Air Contamination:** When the air substances in the atmosphere immediately outside a facility becomes are at levels that can cause harm to human health unsafe to be in or breath

**Facility:** A building or Any structure, building, or area occupied by employees that may need to be evacuated during an emergency. operations plant where an employee has an office or first reports to at the start of his/her shift

**Facility Emergency Coordinator:** A person who is in charge of coordinating the efforts of warden evacuation staff, and for maintaining the emergency information from all floors of a facility. The Building Emergency Coordinator may also be serve as the Head Floor Warden in smaller or less populated facilities.

**Floor Wardens:** Employees in charge of preparing other employees for emergencies and giving direction during an emergency evacuation of a facility

**Internal Air Contamination:** The presence of harmful substances in the air within buildings and structures, which can negatively impact the health and comfort of occupants. When the air within a building has immediately become unsafe to breath.

**Internal Evacuation Personnel:** Are the Facility Emergency Coordinator (one per facility), the Assistant Coordinator (one per facility), Head Floor Warden(s), Stairwell/Elevator Monitor(s), and Aide(s) for Physically and Mobility Challenged employees

**Shelter in place:** To take immediate refuge in a building you are already in as a proactive measure to minimize exposure to hazards.

**Lock in place:** To take immediate action by moving to the nearest lockable room

or area, locking doors, covering windows, and barricading entry if possible, to prevent access and minimize visibility to the threat.

.10 Disciplinary Action

.101 All employees shall be accountable for following the planning and preparation requirements of this policy. Failure to do so may result in disciplinary action up to and including termination.

.102 Failure on the part of any employee to adhere to any and all directions given by the evacuation staff during emergency drills or actual emergencies shall result in a departmental disciplinary review.