

.1 Purpose

It is the policy of the City of Tulsa to prepare all employees for emergency situations that may occur within City facilities. This policy establishes the framework for developing clear procedures and responsibilities to protect human life, minimize injuries, and protect City resources.

.2 Scope

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

.3 Regulatory Citation

OSHA standard 1910.38 – Emergency Action Plans

.4 General Requirements

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

.42 All employees, including contract employees, shall be trained on their facility-specific plan so they understand the proper response for each type of emergency.

.43 All employees, including contract employees, shall be trained on emergency evacuation procedures for the facility(ies) where they report.

.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 during emergency drills or actual emergencies.

.48 Each facility occupied by 11 or more employees must 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.

.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.

.5 Responsibilities

.51 Division and Section Managers shall be responsible for:

.511 Ensuring each facility within their section occupied by employees has a written emergency action plan as defined in this policy.

.512 Appointing a facility emergency coordinator and the appropriate number of evacuation staff for each facility occupied by employees within that section.

.513 Ensuring all evacuation staff are sufficiently trained to carry out their responsibilities.

.514 Ensuring all employees within the division/section have been 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 each facility within the division/section occupied by employees is provided with all required emergency evacuation equipment, emergency supplies, and alarm/communication systems as defined in this policy.

.516 Ensuring at least one annual evacuation drill is performed per facility occupied by employees.

.517 Ensuring at least one annual drill is conducted on chemical-related emergency action for facilities that meet the criteria outlined in section .48 of this policy.

.52 Facility emergency coordinator and assistant coordinator shall be responsible for:

.521 Planning and Preparation Duties

.5211 Updating and maintaining a copy of the emergency action plan, including a floor plan diagram, for their facility.

.5212 Determining the appropriate number of evacuation staff.

.5213 Coordinating and attending annual evacuation staff training.

.5214 Ensuring new floor evacuation staff are trained.

.5215 Maintaining an up-to-date list of all evacuation staff's names and contact numbers per floor.

.5216 Maintaining a list of all employees 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.

.522 Emergency Response Duties

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

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

.5223 Collecting employee counts and communicating with emergency rescue personnel.

.5224 Notifying evacuation staff when it is safe to re-enter the facility.

.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 evacuation staff instructions during a drill or actual emergency. The name of the offending employee and the circumstances shall be included in the written 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 responsibilities of the evacuation staff in smaller, less populated facilities.

.53 Head Warden and Assistant Head Warden 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 updating a list of evacuation staff for their floor,

including contact numbers for each person (updated and submitted to the facility emergency coordinator).

.5313 Creating and updating a list of all employees assigned to the floor who require an evacuation aide, and the specific evacuation needs of the employee (updated and submitted to the facility emergency coordinator).

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

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

.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 by verifying employees' arrival at the assembly/safe area.

.5324 The Head Warden shall communicate the number of missing employees, and the successful evacuation count to the facility emergency coordinator.

.5325 Notifying the 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 monitors shall be responsible for:

.551 Planning and Preparation Duties

.5511 Knowing and assuming all emergency evacuation responsibilities of the head warden, stairwell monitor, elevator/solar well monitor, and evacuation 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 their assigned exit, and assisting in the orderly evacuation of individuals.

.5523 Instructing individuals to form a single-file line in the stairwell and to stay to the right side of the stairs.

.5524 Assist the head warden at the assembly/safe area in accounting for employees.

.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 Evacuation aides shall be responsible for:

.571 Ensuring employees requiring evacuation assistance are evacuated and 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.
- .573 Assisting in training the employee needing evacuation assistance.
- .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 emergency situation.
 - .583 Following the directions of the evacuation staff and emergency rescue personnel.
 - .584 Remaining in the assigned assembly area or shelter location until direction is provided by the facility emergency coordinator and/or evacuation staff.
- .59 The Health and Safety Section shall be responsible for:
 - .591 Assisting facility emergency coordinators and evacuation staff with the development of an emergency action plan for a particular facility when requested by the division/section manager.
 - .592 Assisting facility emergency coordinators and evacuation staff with 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. An emergency action plan checklist has been designed to assist in developing the required plans (See Appendix A).

- .61 Identification of Emergencies
 - .611 Identify the various types of emergencies that each specific facility occupied by employees may reasonably expect. All internal and external sources of potential emergencies shall be included in the emergency action plan.
 - .612 The following emergencies shall be included 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
- Acts of Terrorism

.62 Procedures for Emergencies

Each emergency identified shall have written procedures to describe the action required by the facility emergency coordinator, evacuation staff, maintenance 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
- Evacuation routes and assembly area locations
- Accounting for employees
- Shelter-in-place
- Lock-in-place
- Bomb threat/suspicious packages/explosions
- Employees performing rescue or medical duties
- Communication with other affected facilities
- Evacuation of persons needing evacuation assistance
- Using specialized evacuation equipment (when applicable)
- Re-entry into the facility
- Facility emergency coordinator command post location
- Employees remaining in the facility for critical operations

.63 Identifying Evacuation Staff

.631 The facility emergency coordinator shall determine the appropriate number and roles of evacuation staff to ensure communication, guidance, and assistance are available during an emergency.

.632 The section or division managers shall appoint evacuation staff according to the needs of the facility.

.633 The head warden/assistant head warden shall maintain a current list of evacuation staff under their command, to include the assignment, names, and contact information. This list will be provided to the facility emergency coordinator.

.64 Creating Evacuation Route Diagrams

.641 Each facility shall have a floor plan diagram of the evacuation routes, shelter areas, exits, fire extinguishers, first aid kits, and AEDs (when applicable).

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

.65 Designating Assembly Areas

Each Emergency Action Plan will include a primary and secondary Assembly Area for employees to gather after evacuating the facility. In multilevel facilities, each floor shall have a specific gathering area within the Assembly Area. Locations of Assembly Areas will be diagrammed and written in the Emergency Action Plan. Assembly Area diagrams are not to be posted to the public, for security reasons. At a minimum, the following factors shall be considered in determining the appropriate assembly area location.

- Area capable of accommodating all the facility's employees
- An appropriate distance away from the facility/emergency
- The presence of dangers along the evacuation route
- Weather conditions

.66 Accounting Procedures

Head wardens are responsible for the accounting of all employees from their area. Upon arrival at the assembly area, head wardens shall begin the employee accounting procedures and immediately report the employee count to the facility emergency coordinator at the emergency command post. If an employee is unaccounted for, the head warden shall make the facility emergency coordinator aware of the missing employee and their normal work location within the building. The facility emergency coordinator shall immediately communicate the missing employee information to emergency rescue personnel.

.67 Additional Emergency Action Procedures

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

.671 Facilities with employees occupying more than one floor and/or facilities occupied by more than one section or department shall coordinate emergency actions under one facility emergency coordinator.

.672 Facilities located near neighboring facilities, or transportation routes that can cause the potential need for emergency actions (refineries, 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

- .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 for the facility they report to. Update training shall occur when:
- .721 A component of the emergency action plan has changed, or a new component has been added, or
- .722 The design of the facility or alarm system has changed, which affects the action procedures to be performed by employees
- .73 Division/Section managers will maintain training documentation for all employees within their division/section. Training shall be documented and filed for auditing purposes.
- .74 Evacuation staff shall be trained on their duties and responsibilities within 30 days of appointment and annually thereafter. Evacuation staff must maintain certification in CPR, First Aid, and AEDs.
- .75 At least one fire drill or other type of emergency evacuation drill shall be performed annually per facility occupied by employees. Drills shall be evaluated by evacuation staff for the following actions, but are not limited to:
- Employee understanding of procedures
 - Employee participation/cooperation
 - 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 and evacuation staff
 - Re-entry 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 provide emergency evacuation supplies as needed to each facility and floor occupied by employees. Supplies may include:

- First aid supplies

- Flashlight(s)
- CPR kit(s) (CPR masks and rubber gloves)
- Some facilities may require specialized evacuation equipment
- Some facilities may require the use of communication devices to enable 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.

Assembly area: A predetermined location for employees to gather during an emergency or drill.

Command post: A 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.

Drill: A practice exercise where occupants of a building simulate a response to an emergency scenario to enable evacuation staff and employees to become familiar with the actions 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 substances in the atmosphere immediately outside a facility are at levels that can cause harm to human health

Facility: Any structure, building, or area occupied by employees that may need to be evacuated during an emergency.

Facility emergency coordinator: A person who is in charge of coordinating the efforts of evacuation staff and maintaining the emergency information from all floors of a facility. The building emergency coordinator may also serve as the head warden in smaller or less populated facilities.

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.

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.

Emergency Action Plan Checklist

GENERAL ISSUES	
<input type="checkbox"/> 1. Does the plan consider all potential natural or man-made emergencies that could disrupt your workplace?	Common sources of emergencies identified in emergency action plans include fires, explosions, floods, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.
<input type="checkbox"/> 2. Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?	Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.
<input type="checkbox"/> 3. Does the plan consider the impact of these internal and external emergencies on the workplace's operations, and is the it tailored to the workplace?	Brainstorm worst-case scenarios, asking yourself what you would do and what the likely impact on your operation and device would be, and what appropriate responses would be.
<input type="checkbox"/> 4. Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors?	Keep your list of key contacts current and make provisions for an emergency communications system, such as a cellular phone, a portable radio unit, or other means, so that contact with local law enforcement, the fire department, and others can be swift.
<input type="checkbox"/> 5. Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?	List names and contact information for individuals responsible for the implementation of the plan.
<input type="checkbox"/> 6. Does the plan address how rescue operations will be performed?	Unless you are handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably choose to rely on local public resources, such as the fire department, which are trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.
<input type="checkbox"/> 7. Does the plan address how medical assistance will be provided?	Make arrangements with medical clinics or facilities close by to handle emergency cases and provide medical and first-aid services to employees. If an infirmary, clinic, or hospital is not close to your workplace, ensure that on-site person(s) have adequate training in first aid.
<input type="checkbox"/> 8. Does the plan identify how or where personal information on employees can be obtained in an emergency?	In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.

EVACUATION POLICY AND PROCEDURES

<input type="checkbox"/> 1. Does the plan identify the conditions under which an evacuation would be necessary?	The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.
<input type="checkbox"/> 2. Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?	It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. Employees must know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.
<input type="checkbox"/> 3. Does the plan address the types of actions expected of different employees for the various types of potential emergencies?	The plan may specify different actions for employees depending on the emergency. For example, departments may have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake, but evacuate to an exterior location during a fire.
<input type="checkbox"/> 4. Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?	You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.
<input type="checkbox"/> 5. Does the plan outline specific evacuation routes and exits, and are these posted in the workplace where they are easily accessible to all employees?	Create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points, and equipment (such as fire extinguishers, first aid kits, and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well-lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.

<input type="checkbox"/> 6. Does the plan address procedures for assisting people during evacuations, particularly those with disabilities?	<p>Designate individuals as evacuation personnel to help move employees from danger to safe areas during an emergency. Generally, one evacuation person for every 20 employees should be adequate, and the appropriate number of evacuation personnel should always be available during working hours. Evacuation personnel may be responsible for checking offices and bathrooms before being the last person to exit an area, as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout, various alternative escape routes, and areas to avoid during an evacuation. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation) and how to use the buddy system.</p>
<input type="checkbox"/> 7. Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?	<p>Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.</p>
<input type="checkbox"/> 8. Does the plan address how visitors will be assisted in evacuation and accounted for?	<p>Some workgroups require all visitors and contractors to sign in when entering the workplace. The host and/or area evacuation personnel are often tasked with assisting these individuals to evacuate safely.</p>

REPORTING EMERGENCIES AND ALERTING EMPLOYEES IN AN EMERGENCY

<input type="checkbox"/> 1. Does the plan identify a preferred method for reporting fires and other emergencies?	<p>Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems, so coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.</p>
<input type="checkbox"/> 2. Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action?	<p>Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally, alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who may be blind or deaf. Otherwise, evacuation personnel or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure.</p>

EMPLOYEE TRAINING AND DRILLS

☐ 1. Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities and actions as outlined in the plan?

Training shall be offered to employees when you develop the initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address the following:

- Individual roles and responsibilities. Threats, hazards, and protective actions.
- Notification, warning, and communications procedures. Emergency response procedures.
- Evacuation, shelter, and accountability procedures. Location and use of common emergency equipment. Emergency shutdown procedures.

You may also need to provide additional training to your employees (i.e., first-aid procedures, portable fire extinguisher use, etc.), depending on the responsibilities allocated to employees in your plan.

☐ 2. Does the plan address how and when retraining will be conducted?

If training is not reinforced, it will be forgotten. Retrain employees annually.

☐ 3. Does the plan address if and how often drills will be conducted?

Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, management and employees gather to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.