CITY OF SANTA FE
ADMININSTRATIVE MANUAL

Originating Business Unit: **RISK MANAGEMENT/SAFETY DIVISION**

SUBJECT

EMERGENCY EVACUATION PLAN POLICY	Policy Number	# Pages
	62103-7-5	07
	Effective Date	**Revision Date**
	11-20-2007	11-20-07

1.0 PURPOSE:

1.1 The purpose of the City of Santa Fe Emergency Evacuation Plan (EEP) policy is to ensure the safety of all City employees, as well as the general public in the event of fire and/or other emergency situation by facilitating and organizing employer and employee actions during workplace emergencies. This policy outlines the Emergency Evacuation Plan in accordance with Occupational Safety and Health Administration (OSHA) regulations [29 CFR 1910.38].

2.0 APPLICABLE TO:

2.1 All employees of the City of Santa Fe are required to abide by the instructions and guidelines provided within this policy.

3.0 REFERENCES:

3.1 29 CFR 1910.38, "Emergency Evacuation Plans"
3.2 29 CFR 1910.39, "Fire Prevention Plans"
3.3 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response"
3.4 29 CFR 1910.165, "Employee Alarm Systems"
3.5 National Fire Protection Association (NFPA) 25, "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems"
3.6 National Fire Protection Association (NFPA) Emergency Evacuation Planning Guide for People with Disabilities (2007)

4.0 DEFINITIONS:

4.1 Emergency Evacuation Plan: An Emergency Evacuation Plan (EEP) is a written document required by OSHA standards [29 CFR 1910.38(a)]. The purpose of an EEP is to facilitate and organize employer and employee actions during workplace emergencies.

4.2 Evacuation Coordinator: Individual assigned as the single point of contact for a facility and serves as liaison between facility employees and emergency medical and/or rescue personnel and other authorities.

4.3 Evacuation Monitor: Individual within a specific department assigned to ensure that all personnel have safely evacuated that department and will account for all department personnel once at the designated assembly area.

5.0 POLICY:

5.1 It is the responsibility of all department directors of the City of Santa Fe to prepare and maintain an Emergency Evacuation Plan (EEP) to ensure the proper evacuation of their designated facility(s). Employees shall follow the Emergency Evacuation Plan for their facility and follow any instructions of the trained public safety and/or other authorized personnel who may respond to the emergency situation.

Under this policy, the City of Santa Fe shall inform and train all employees of the elements of the Emergency Evacuation Plan and shall require all employees to read and understand the information presented in this plan. This plan shall be in writing and state the actions the department directors or their designated representatives and employees shall take to ensure the safety of all individuals in the event of a fire or other emergency situation. The department directors or designated representatives shall assign emergency evacuation coordinators and monitors from within their departments to be trained to assist in the safe and orderly evacuation of personnel.

Each EEP shall describe the actions to be taken in the event of emergencies, such as fire, medical emergency, bomb threat, severe weather, toxic chemical release, flood, or any other situation that may require employee evacuation. The EEP shall contain, at a minimum, the following information (specific for each facility):

a. Designated personnel or positions assigned as evacuation coordinators and evacuation monitors;
b. Methods and specific information for reporting fires and other emergencies;
c. Emergency escape procedures and exit route assignments;
d. Designated assembly areas and procedures to account for all employees after an emergency evacuation has been completed;
e. Procedures to be followed by designated employees who remain on site to operate critical operations before they evacuate;
f. Rescue and medical duties for those who are trained and qualified to perform them;
g. A description of the alarm system(s) to be used to notify employees to evacuate and/or take action;
h. Documented employee training of EEP requirements, with follow-up evaluations to ensure employee comprehension of the EEP (i.e. drills); and
i. Periodic reviews and updates of the EEP as necessary.

6.0 PROCEDURES:

6.1 Designated Evacuation Coordinators and Evacuation Monitors

Each facility shall have a designated evacuation coordinator to serve as the point of contact for that facility and for emergency medical and/or rescue personnel and other authorities. It is critical that employees 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 that requires activation of the emergency procedures, and also for overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.

a. The evacuation coordinator will authorize personnel to re-enter the building once an emergency situation has been cleared and it is safe to do so.
b. In addition to an evacuation coordinator, each department within the facility will have a designated evacuation *monitor* to ensure that all personnel have safely evacuated that department and will account for all personnel once at the designated assembly area.
c. If safe to do so, the evacuation *monitor* will sweep his/her department area, including checking offices and rest rooms, and closing doors and windows before being the last to leave the department.

6.2 Methods for Reporting Fires and other Emergencies

All personnel at each site shall be trained and prepared to report any emergency situation that may arise in their workplace. The EEP should contain the information necessary for reporting emergencies, such as fire, medical or rescue services, to the proper authorities and at a minimum, shall contain:

a. A description and location of communications equipment available for emergency reporting, including the locations of fire alarm pull boxes;
b. Procedures for the use of equipment;
c. Procedures for reporting the emergency; and
d. A list of contact names and emergency telephone numbers to report emergencies (in addition to 911.)

6.3 Emergency Escape Procedures and Exit Route Assignments

Primary and alternate exit routes for the safe evacuation of all employees shall be written and posted in the workplace. Maps created from floor plans (with arrows that designate the exit route assignments) can be used by each facility. These maps should include locations of exits, assembly points, and equipment (such as fire alarm pull boxes, fire extinguishers, first aid kits, etc.) that may be needed during an emergency. The following guidelines are to be used when establishing safe evacuation routes:

a. Establish exit routes that direct employees away from the facility (employees should be informed during training that they are not safe until they have reached the designated safety area)
b. When possible, place direct evacuation routes predominately upwind. In some cases, exits may be placed in the downwind fence line as long as the direction leads employees away from the hazard and into a safe assembly area(s).
c. Consider mobility limitations for personnel; including those employees who work in areas that require them to wear PPE during the normal course of their daily job.
d. Evacuation monitors designated to assist during emergencies should be aware of employees and/or members of the public with special needs who may need extra assistance during evacuations. There are five general categories of disabilities: mobility, visual, hearing, speech, and cognitive. It is important to involve the individual(s) with disabilities when determining how best to move them out of a building in an emergency as they are the expert on their own disability(s).
e. Consider the accessibility of potential routes. Obstructions such as locked gates, trenches, pits, traffic, and other barriers should be considered, as well as the additional time and equipment needed to maneuver around or through them;
f. Develop two or more routes, separate from each other, which lead to safe areas. Ensure that routes do not overlap or intersect.
g. Once established, 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.

6.4 Designated Assembly Areas and Procedures to Account for all Employees After an Emergency Evacuation has been Completed

Accounting for all employees following an evacuation is critical. To ensure the fastest, most accurate accounting of your employees, the following should be considered when establishing the EEP:

a. Designate specific assembly areas where employees should gather after evacuating and where they should remain until further instruction;
b. Make sure your assembly area has sufficient space to accommodate all of your employees (typically located in parking lots or other open areas away from busy streets);
c. Develop a method to account for all personnel. Take a head count or "roll call" after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the individual in charge;
d. Include measures for accounting for personnel who remain behind to perform critical operations.

6.5 Designated Employees Remaining on Site to Conduct Critical Operations Before Evacuating

Although the best approach is to evacuate all personnel in emergency situations, in certain circumstances it is neither possible nor practical for equipment or processes to be immediately shut down. Designated employees must remain behind for a period of time to perform critical operations; and to ensure their safety during an evacuation, the EEP should include the following:

a. A listing of all critical operations, the personnel assigned to perform them and an established method for updating the listing;
b. A description of any additional training requirements for designated personnel;
c. A step-by-step procedure to complete the critical tasks;
d. Estimated time required for the employee to complete the assigned critical tasks; and
e. Procedures for reporting to the designated safe area; and procedures for emergency communications during the conduct of critical tasks and delayed evacuation.
f. Those employees who are designated to remain behind should only remain at the work area as long as there is no imminent danger to them. In order to maintain the employee's safety, each employee must understand their duties during an emergency evacuation. This should be outlined in the emergency evacuation plan and reviewed on a regular basis with the employees.

6.6 Rescue and Medical Duties by Trained and Qualified Personnel

During an emergency evacuation, properly trained and certified personnel may need to perform CPR or other emergency first aid prior to the arrival of the local emergency personnel (e.g., fire, medical, rescue teams). The EEP should include the following information:

a. A current list of all personnel on site who are trained and certified in CPR/first aid;
b. Procedures for notifying emergency personnel of a rescue or medical emergency;
c. Location of medical supplies/equipment on site (first aid kits, etc.) and
d. a method to ensure inspection and maintenance of the supplies/equipment.

6.7 Alarm Systems

Each facility must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the following OSHA requirements:

a. The alarm system should be such that it allows for reaction time for safe escape of employees from the workplace or the immediate work area, or both;
b. The employee alarm shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace;

c. The employer shall assure alarm systems are in place that are capable of warning those individuals with hearing or vision loss, mobility impairments, or any other disability that may require special notification systems;
d. The employer shall assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance;
e. The employer shall assure that a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months. A different actuation device shall be used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests; and
f. A section in the EEP should contain a complete description of all alarms and signals (and related back-up systems) to notify personnel of an emergency. All applicable alarms and signals (e.g., evacuation, standard alert), as well as, the actions to be taken in the event the alarm is sounded should be fully explained.

6.8 Training Requirements

Each department director is responsible for ensuring the employees under his/her supervision are properly trained in all aspects of the EEP. Additionally, critical operations personnel or those personnel with first aid/CPR responsibilities should receive additional training necessary to effectively carry out their duties. General training should include:

a. Individual roles and responsibilities;
b. Potential threats, hazards, and protective actions;
c. Notification, warning, and communications procedures;
d. Means for locating family members in an emergency;
e. Emergency response procedures;
f. Evacuation, shelter, and accountability procedures;
g. Location and use of common emergency equipment;
h. Emergency shutdown procedures;
i. Training should be conducted and documented:

- Initially, when the plan is developed or the employee is assigned initially to a job;
- Whenever the employee's responsibilities or designated responsibilities under the plan are changed; and/or
- Whenever the plan is updated or modified.

OSHA recommends annual refresher Emergency Evacuation Plan training for all employees.

6.9 Emergency Evacuation Plan Policy Review

The contents of the EEP should be reviewed regularly and updated whenever an employee's emergency actions or responsibilities change, or when there is a change in the layout or design of the facility, new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or new types of hazards are introduced that require additional or specific actions. (The most common outdated item in plans is the facility and agency contact information.)

7.0 APPENDIXES:

None

8.0 REVIEW AND APPROVALS:

8.1 PREPARED BY: _____ 11-20-07
Diane Wentworth, Originator/Safety Specialist **DATE**

8.2 REVIEWED BY: _____ 11-20-07
Debbie Rouse, Safety Manager **DATE**

8.3 REVIEWED BY: _____ 11-20-07
Mike P. Lujan, Risk & Safety Division Director **DATE**

8.4 REVIEWED BY: _____ 11-21-07
William Tallman, Deputy City Manager **DATE**

8.5 REVIEWED BY: _____ 11/27/07
Christopher Rivera, Fire Chief **DATE**

8.6 APPROVED BY: _____ 11/29/07
Galen Buller, City Manager **DATE**