

ADMINISTRATIVE PROCEDURES



Procedure number: 8-2
Effective Date: _____

County Administrator

SUBJECT: FACILITY EMERGENCY ACTION PLAN

**DEPARTMENT RESPONSIBLE: PIMA COUNTY OFFICE OF EMERGENCY
MANAGEMENT AND HOMELAND
SECURITY**

I. STATEMENT:

This administrative procedure has been developed in an effort to reduce the potential for injury, and protect life and property, during emergency situations in the County work place, in accordance with the Facility Emergency Action Plan. The Facility Emergency Action Plan is, therefore, a part of this Administrative Procedure.

General procedures for addressing emergencies within a department are found in the appendices to the Facility Emergency Action Plan. It is recognized that each department may require specialized procedures to meet emergency situations.

II. PURPOSE:

The County Administrator's Facility Threat Assessment Team will provide recommendations to the County Administrator regarding the potential evacuation of a County facility.

III. PROCEDURE:

Upon notification of receipt of a threat, or potential threat, to the health and safety of employees, or the general public within a County operated facility, the County Administrator's Threat Assessment Team will convene at a site determined by the Director of the Office of Emergency Management and Homeland Security.

Information available to the Team will be reviewed, recommendations made to the
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County Administrator, and an appropriate strategic response initiated. Such responses will include, but not be limited to, bomb threats, actual or potential release of hazardous materials, or threat of terrorism. In addition, the Threat Assessment Team will constantly assess the possibility of external threats and incursions of Pima County facilities, and determine the level of security necessary to ensure the safety of employees, visitors and infrastructure. Assessment Team incident coordination activities will continue, as deemed appropriate by the County Administrator, until pre-threat status is achieved.

A. Organization

The Threat Assessment Team will be made up of the following individuals, or their designees:

1. County Administrator
2. Presiding Judge
3. Director, Office of Emergency Management and Homeland Security
4. Clerk of Superior Court
5. Director, Facilities Management
6. Director, Risk Management
7. Security Coordinator, County Security
8. Commander, Judicial Security
9. Superior Court Security Coordinator, Court Security

B. For the purpose of this procedure, Department Administrator is an elected official, the head of a department, or a presiding judge.

1. Each Department Administrator shall designate an **Emergency Coordinator** and an **Assistant Emergency Coordinator** to be responsible for establishing and implementing departmental emergency procedures.
2. Each Department Administrator shall provide the Pima County Office of Emergency Management and Homeland Security with the names of those persons designated as Emergency Coordinators.
3. In collaboration with the Office of Emergency Management and Homeland Security, Department Administrators will identify Building Coordinators and Assistant Building Coordinators from among the Emergency Coordinators and Assistant Emergency Coordinators. In the event of a building evacuation, it will be the responsibility of the Building Coordinator to gather the Pima County Building Evacuation

Checklist from each Emergency and/or Assistant Emergency Coordinator assigned to that building.

C. Administration

1. Implementation of these emergency procedures shall be at the direction of the Department Administrator or designee, or the Emergency Coordinators.
2. Each Department Administrator shall ensure that the designated Emergency Coordinator attends all related training provided by Pima County.
3. Each Department Administrator shall ensure that all employees receive instruction in their departmental emergency procedures and employee responsibilities.
4. The Pima County Office of Emergency Management and Homeland Security shall assist Department Administrators and Emergency Coordinators in conducting at least one annual test of the Facility Emergency Action Plan.

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ADMINISTRATIVE PROCEDURE 8-2
Facility Emergency Action Plan

I. PURPOSE

- A. To provide basic procedures for all departments to implement in the event of fire, bomb threat, medical emergency, or other emergency situation occurring within the County work place.
- B. To assign specific responsibilities for planning, response and mitigation to emergency situations.

II. DEFINITIONS

- A. Facility Emergency Action Plan – A basic outline of components required for response to an emergency incident.
- B. Department Emergency Procedures Plan – A department specific procedure for response to an emergency incident in compliance with Administrative Procedure 8-2.

III. SITUATION AND ASSUMPTIONS

- A. Pima County has been, and will continue to be, subject to emergency conditions resulting from natural and man-made disasters.
- B. An emergency can occur anywhere including the work place.
- C. It is necessary for Pima County to maintain a level of emergency preparedness to ensure an appropriate, immediate response.
- D. Pima County shall ensure that employees are trained in emergency response procedures.
- E. The City of Tucson Police Department shall respond to emergency situations, occurring in buildings owned by Pima County, located within the city limits. As required, Tucson Police shall assume control of civil disturbances, crowd control, traffic control, and bomb threats.

- F. The City of Tucson Fire Department shall respond to emergency situations, occurring in Pima County owned buildings, located within the city limits. As required, the City of Tucson Fire Department shall assume control of fire fighting, heavy rescue and on-scene emergency medical care.
- G. The Pima County Sheriff's Department shall respond to, and assume control of, all incidents (except fire) occurring within facilities occupied and maintained by that department.
- H. Those buildings occupied by Pima County employees, located outside the city limits, shall be the responsibility of the fire and law enforcement agency having jurisdiction.

IV. CONCEPT OF OPERATION

- A. The Pima County Office of Emergency Management and Homeland Security shall assist each department in the development of an emergency procedures plan applicable to individual work places. The Department Emergency Procedures Plan will assist employees in responding appropriately to emergency situations, and in the clear reporting of events to emergency response units.
- B. Initial reporting of emergencies is to be accomplished via the 9-1-1 System. If within the Pima County telephone system, dial (9) 9-1-1. Outside the Pima County telephone system, dial 9-1-1.
 - 1. As soon as possible, call Pima County Security at (740) 8345 or 10-8345.

V. ORGANIZATION

A. All Pima County Departments:

- 1. All departments shall participate in training and planning activities that will result in the development of Departmental Emergency Procedures Plan that supports the Facility Emergency Action Plan.
- 2. Department Administrators shall be responsible for identifying representatives to serve as the Emergency Coordinator and Assistant Emergency Coordinator.

3. The Emergency Coordinator shall establish and implement the Department Emergency Procedures Plan, and ensure that employees are properly trained. As a minimum, the Department Emergency Procedures Plan will include:
 - a. Evacuation procedures for employees, vendors, visitors and special-needs personnel.
 - b. Accounting for all employees and known visitors during the evacuation.
 - c. Reporting evacuation status of department personnel and visitors to the Director of the Office of Emergency Management and Homeland Security.
 - d. Re-entry procedures for employees, vendors, visitors and special-needs personnel.

B. The Pima County Office of Emergency Management and Homeland Security.

1. The Pima County Office of Emergency Management and Homeland Security shall facilitate the dissemination of the Facility Emergency Action Plan and assist in the development of Department Emergency Procedures Plans.
2. The Pima County Office of Emergency Management and Homeland Security shall develop and conduct the training for the Emergency Coordinators, and assist in conducting annual testing of the Facility Emergency Action Plan.

C. Risk Management Department

1. The Risk Management Department shall assist the Pima County Office of Emergency Management and Homeland Security in the development of training related to the Facility Emergency Action Plan and Departmental Emergency Procedure Plans.
2. The Risk Management Department, in coordination with the Pima County Office of Emergency Management and Homeland Security and the Facilities Management Department shall test the Facility Emergency Action Plan and Department Emergency Procedure Plans.

D. Facilities Management Department

1. The Facilities Management Department shall ensure that all emergency warning and fire suppression systems, in all buildings occupied by Pima County employees, are tested and maintained.
2. Emergency Coordinators shall be furnished with accurate floor plans of each workspace, illustrating the locations of all emergency exits.

E. Sheriff's Department

1. The Pima County Sheriff's Department may coordinate with other Pima County and City of Tucson emergency response departments to assist in compliance with this Facility Emergency Action Plan.