

Emergency Action Program Dane County City-County Building

I. Purpose

This Emergency Action Program has been prepared so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and organizational framework outlined in this program are to provide protection for lives, property, and operations through effective use of county, city and community resources. This document has been developed to provide a response framework for management, employees, and other occupants of the City-County Building during emergency situations. This program can not cover every conceivable emergency situation; however, it does provide the basic administrative guidance to cope with most emergencies.

II. Scope and Authority

This Emergency Action Program applies to all employees and visitors in the City-County Building. The County Jail, 911 Center, Juvenile Detention, and Courts-in-session have their own individual emergency action programs with procedures. This program encompasses the remainder of the City-County Building and the immediate grounds.

These emergency procedures are based upon requirements from:

- Department of Commerce- Comm 32.15
- Occupational Safety and Health Administration (OSHA) - 29 CFR 1910.38
- Americans with Disabilities Act (ADA)

III. Administration of Program

The development and administration of this Emergency Action Program will be the responsibility of the City/County Building Emergency Egress Committee with assistance from Risk Management.

IV. Definitions

- City/County Building Emergency Egress Committee - committee of county and city employees
- Department Head - for the purpose of this policy shall include Administrators, Department Heads, Elected Officials, and Supervisors
- Designated Assembly Area - in the event of an evacuation, a specific meeting location for each department. These meeting locations are outside the City-County Building, at least across the street from the City-County Building for exterior evacuations.
- Designated Assistance Area - the area immediately adjacent and to a corner exit stairwell. (This is an area for person with disabilities who may need assistance evacuating the building).

- Designated Shelter Area - nearest interior hallway away from windows and doors with glass for emergencies requiring indoor building protection.
- Emergency Authorities - law enforcement and fire personnel
- Emergency Egress Maps - a floor plan with exit routes, stairwells, fire alarm stations, fire extinguishers, and marked Designated Assistance Areas.
- Emergency Action Program - a written emergency program containing emergency procedures, general responsibilities for employees, supervisors, department heads, and administrators and specific responsibilities for emergency staff

V. Responsibilities

Compliance with the Emergency Action Program is the responsibility of all visitors, employees, department heads and managers of departments within the City-County Building.

Employees

It is each employee's responsibility to become familiar with the emergency procedures, fire alarm, exits, fire extinguishers, physical layout of assigned area, evacuation routes and the requirements of the Emergency Action Program.

In the event of emergency, all employees must follow the specific emergency procedure as described in the City-County Building Emergency Procedures pamphlet. Phone usage during an emergency should be limited to official use only. Employees are responsible for taking precautions to assure their safety and to follow all emergency procedures.

Participate in all emergency drills. (Exception: Courts-in-session, County jail, 911 and the Juvenile Detention Center)

Employees should provide direction and assistance to the general public.

Notify your supervisor if you need assistance for evacuations, etc., prior to emergencies.

Assist individuals who need help evacuating to the designated Evacuation Area.

Department Heads

Each Department Head or his/her designee has the following responsibilities prior to and during any emergency:

- Distribute all emergency procedures and material outlined in the Emergency Action Program to each employee
- Provide training on the emergency procedures to their employees upon hire and annually then submit documentation of training to Risk Management.
- Participate in all emergency drills
- Designate evacuation routes and Assembly Areas for their employees with the assistance of the Safety Coordinator and Facilities Management.
- In the event of an evacuation, notify employees to evacuate to the designated Assembly Area for their department

- Provide direction and guidance to building occupants to assure emergency procedures are followed
- Once at the Assembly Area, determine who is missing by conducting headcount and provide this information to the emergency authorities.
- After an emergency, provide feedback and recommendations to the Safety Coordinator.
- In event of an emergency, ensure employees follow all procedures.
- In case of evacuation, direct employees and visitors to evacuate the building and proceed to designated assembly areas.

Facilities Management

Facilities Management has the following general responsibilities prior to and during any emergency:

- In coordination with the Safety Coordinator, prepare and post Emergency Egress maps.
- Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program. Recommend changes in the program to the Risk Manager.
- In coordination with the Safety Coordinator, prepare a final, post-emergency report and submit to the Risk Manager
- In coordination with the Madison Fire Department, schedule evacuation and fire drills.
- In coordination with Emergency Management, schedule tornado drills
- Assist building evacuation and security.
- Monitor necessary building systems during emergencies.
- Coordinate annual fire evacuation drills with the fire department.
- Assist emergency personnel as necessary.
- Ensure that the Public Address System is in working order.

Public Safety Communications

- Activate the Public Address System.
- Issue emergency warnings.
- Test the Public Address System monthly.

Safety Coordinator

The Safety Coordinator has the following general responsibilities prior to and during any emergency:

- Assist the CCB Emergency Egress Committee in developing and coordinating the implementation of the Emergency Action Program
- Prepare and post Emergency Egress Maps in coordination with Facilities Management.
- Maintain a record of all events and files of all reports and correspondence pertaining to the Emergency Action Program.
- Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program. Recommend changes in the program to CCB Emergency Egress Committee.

- In coordination with Facilities Management, prepare a final, post-emergency report and submit to the Risk Manager.
- Revise the Emergency Action Program, with approval of the Emergency Egress Committee, as significant changes occur and review contents at least annually.

VI. Emergency Procedures

In the event of an emergency, follow the specific emergency procedure outlined in Appendix A of this program. Appendix A covers the following emergencies:

- Fire
- Tornado/Severe Weather
- Medical/First Aid
- Workplace Threats
- Bomb Threat
- Elevator Emergency
- Mail Handling Procedures
- External Building Threats

VII. Emergency Escape Routes Assignments

Employees and visitors shall use the nearest escape route during an emergency. During an emergency requiring building evacuation, employees should use the escape route assignments as noted on the City-County Building Emergency Information poster that is posted in their department.

VIII. Emergency Evacuation Safe Areas

Fires, tornadoes, severe weather, and other conditions may require employees to seek alternative shelter other than their work area.

General alternate shelter areas are described in Appendix C. These shelter areas are generally the nearest interior halls away from doors and windows with glass. The shelter areas should be used for tornado, severe weather, and other conditions that require alternative shelter.

In case of a fire, bomb threat, chemical spill, or any other emergency requiring building evacuation, evacuate to the exterior designated “assembly areas”. The exterior “assembly areas” are at least across the street from the City-County building. See appendix C for the specific assembly areas.

It is extremely important that employees proceed directly to the interior shelter areas or exterior assembly areas when required. Severe injury or death could result if employees and others do not proceed directly to these areas during an emergency. Department heads or their designee shall conduct a headcount to ensure all employees have evacuated at once to the shelter or assembly area. If employees are missing from the assembly area, the department head or his/her designee shall report the names of the missing employees to the nearest law enforcement person.

IX. Emergency Egress for Persons with Disabilities or Medical Conditions

Employees with a disability or a medical condition may need additional assistance to achieve placement in a Designated Assistance Area or safely evacuate from the facility. If a Designated Assistance Area is not accessible for some reason or the current evacuation plan not effective for an individual, an alternative procedure for that individual must be developed.

When supervisors (or their designees) conduct Emergency Egress Procedure training for their staff, they will ask that employees who cannot follow the Emergency Procedures due to a disability or medical condition meet separately with them to discuss alternate methods of safe emergency egress.

When meeting with an employee with a disability, supervisors should refer to Appendix B for direction, on how to create alternate procedures for the different types of emergencies. If the supervisor and employee cannot create alternate egress strategies using strategies in Appendix B and/or their own ideas, the supervisor will inform the ADA Coordinator.

X. Emergency Equipment Shutdown

When emergencies or other situations arise, there may be a need to quickly shutdown the building ventilation systems, and/or other building systems. Prompt action can prevent the spread of fire, employee electrocution, major chemical releases and exposures, or other potentially dangerous conditions. Facilities Management will assist the emergency authorities by monitoring building systems, maintaining building security, and perform other duties as requested.

XI. Alarm System

An alarm system or other suitable notification system shall be used to inform employees whether to evacuate the building or to seek shelter. The fire alarm system will sound for fires. Other emergencies will be communicated over the public address system.

XII. Program Revision and Training

The Emergency Action Program will be reviewed and revised on an annual basis by the Facilities Manager and Safety Coordinator to assure that the program remains current.

Training on this Emergency Action Plan will be provided initially upon hire and annually to each employee in the City-County Building. Department Heads or their designee will conduct this training.

XIII. Program Access

A written copy of the Emergency Action Program is maintained in the office of Risk Management and in each department in the City-County Building. Contact your Safety Coordinator or your department head to review a copy.

APPENDIX A
CITY-COUNTY BUILDING EMERGENCY PROCEDURES

APPENDIX B

DEVELOPING ALTERNATE EMERGENCY PROCEDURES FOR THOSE INDIVIDUALS WITH A DISABILITY OR MEDICAL CONDITION

The focus of an effective procedure should be on providing safe egress to a secure area. The procedures must address how to detect the existence of an emergency, how to notify occupants that evacuation is required, and how to coordinate the safe movement of individuals through and out of the building to a protected area.

Procedure development:

1. Identify those employees who need assistance. During training, the department head (or their designee) should ask employees to speak with them separately if they will require assistance because of a disability or medical condition.
2. Consult with the individual concerning the nature of the limitations caused by their disabilities. Ask the individual to describe what type of assistance they think will be needed. People with disabilities and medical conditions are generally in the best position to assess their particular needs. Any needed medical information will be kept confidential and only shared with emergency personnel.
3. Develop written procedure for the individual with the necessary accommodation to fulfill the safe egress of that individual. The procedures should be similar to the current evacuation procedures.

Various Assistance Options (not limited to):

Buddy system (2 or more buddies per employee): Colleagues who volunteer will act as “buddies” to assist the employee during an emergency or evacuation. Inform the buddies of any special assistance that may be required in the event of a building evacuation (i.e., hearing the alarm, guidance during evacuation, etc.). Use of the "Buddy System," along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

- **Horizontal (Same floor) Evacuation:** Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level, through at least one set of fire doors).
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own judgment, especially where several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door if possible. Call 911 and give your name, location, and reason you are calling. The operator will relay the information to emergency personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- **Develop specific ways to alert employee** (i.e. - hearing impaired and flashing alarm)
- **If employee will be unable to exit the building, plan specific alternate location to wait.**
- **Additional training/practice for learning evacuation routes.**

APPENDIX C
EXTERIOR DESIGNATED ASSEMBLY AREAS
INTERIOR DESIGNATED SHELTER AREAS

APPENDIX D
CITY-COUNTY BUILDING FLOOR PLANS