

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: RISK MANAGEMENT / LOSS CONTROL

SUBJECT: EMERGENCY EVACUATION PROCEDURES

PPM#: CW-O-022

ISSUE DATE
April 23, 2021

EFFECTIVE DATE
April 23, 2021

PURPOSE:

To ensure compliance with the National Fire Protection Association (NFPA) 1, Fire Code, 101 – Life Safety Code, NFPA 5000, and Occupational Safety and Health Administration (OSHA) 29 CFR 1910, Subpart E, Exit Routes and Emergency Planning and Subpart L, Fire Protection, in order to plan for emergencies and efficient building evacuations in an effort to prevent injuries, property damage and to provide an accountability system for employees after they exit the building.

UPDATES:

Future updates to this PPM are the responsibility of the Manager of Employee Safety/ Loss Control (ES/LC), under the authority of the Director of Risk Management.

AUTHORITY:

- Chapter 440, Florida Statute, Workers’ Compensation, as may be amended.
- Palm Beach County PPM CW-O-005 Safety Policy.
- NFPA 1, Fire Code as may be amended
- NFPA 101 – Life Safety Code, as may be amended.
- OSHA, 29 CFR 1910 Subpart E, Exit Routes and Emergency Planning and Subpart L, Fire Protection, as may be amended.

SCOPE:

This PPM applies to all County owned and leased buildings occupied by employees of the Board of County Commissioners and Constitutional Officers (served by Palm Beach County Risk Management). This does not include work locations solely occupied by other offices including;

Palm Beach County Sheriff's Office (PBSO), Solid Waste Authority (SWA), Palm Beach County School Board, Palm Beach County Health Department, etc.

DEFINITIONS: (Definitions taken in part from 29 CFR 1910.35)

- A. Authority Having Jurisdiction (AHJ)** – A phrase used in NFPA documents to specify the organization, office or individual responsible for enforcing and approving codes or standards, at specific locations, as a result of statutory authority. Typically, this would be an organization such as the local Fire Department or Fire Chief/Fire Marshal or Fire Prevention Bureau or building code department.
- B. Means of Egress** – a continuous and unobstructed way of exit travel including exit discharge from any point in a building or structure to a public way.
- C. Emergency Action Plan** – a plan for a workplace, or parts thereof, describing policy and procedures the employer and employees must take to ensure employee and visitor safety
- D. Emergency Coordinator** – An individual designated by Management who performs certain tasks before, during and after an emergency evacuation. Coordinators can either be designated for office, floors or the entire building. During an emergency the Office and Floor Coordinators are identified by the red hat they wear. Building coordinators will be identified by wearing white hats. Each coordinator must have a designated alternate in case they are not available. Three types of Emergency Coordinator positions can be designated:
 - i. Building Coordinator - The Building Coordinator consolidates the accountability information from the Floor Coordinators and reports to Incident Command on any unaccounted for employees.
 - ii. Floor Coordinator - In larger buildings, with multiple Floor and Office Coordinators, the Floor Coordinator consolidates the information from the Office Coordinators and reports to the Building Coordinator.
 - iii. Office Coordinator - The Office coordinator should be a supervisor or other individual who is familiar with the workgroup and is knowledgeable about each person's work status for the day (e.g. who is at work, out sick, on vacation in the field, at meetings out of the area, etc.) Office Coordinators will be designated with a red hat only in smaller buildings (e.g. below 5 stories).
- E. Emergency Escape Route** – The route that employees and visitors are directed to follow in the event they are required to evacuate the building.
- F. Incident Command (IC)** – The person(s) responsible for all aspects of an emergency response. IC is usually the highest command level responder to the site. Typically, IC is the Fire Rescue, PBSO or other responding agency to the scene. Upon responding to the scene IC establishes a Command Post where the response is managed and site information is provided.

G. Staging Area/Muster Points – The designated area in which occupants assemble outside the building and where everyone is accounted for (confirmed headcount of people by their coordinators) upon evacuation from a work area.

H. Shelter In Place-In the event of an emergency situation, make a shelter out of the place you are located in. It is a way for you to make the building as safe as possible to protect yourself until help arrives.

POLICY:

It is the County's policy that all County employees be fully informed of the basic steps to handle emergencies in the workplace. These emergencies include fires, smoke, bomb threats, tornadoes, severe thunderstorms, hurricanes, active shooter incidents and other emergencies that require the evacuation of County owned or occupied buildings.

RESPONSIBILITIES:

A. Department and Division Heads will:

- i. Assign or designate the assignment of Emergency Coordinators (and alternates). Update as personnel change (See Appendix 2: Emergency Evacuation Coordinator Assignment Form). This form is available on the Palm Beach County Board of County Commissioners intranet page under forms.
- ii. Ensure that all immediate supervisors implement the procedures set forth in this policy.
- iii. Ensure that Emergency Coordinators participate in all required training.
- iv. Ensure employees participate in the on-line training as set up by ES/LC on a frequency schedule of every 2-3 years depending on the building occupancy and risk factors to life safety.
- v. Ensure that, in single tenant buildings, all evacuations due to fires, bomb threats, tornadoes, severe weather conditions and active shooter incidents are reported to ES/LC within 1 hour of occurrence.
- vi. Ensure, in multi-tenant buildings, the Building (or appropriate) Emergency Evacuation Coordinator will report all evacuations, fires, bomb threats, tornadoes, severe weather conditions, and active shooter incidents to ES/LC as soon as feasible after the occurrence.

B. Supervisors will:

- i. Ensure that an adequate number of Office Coordinators (and others as required) are selected with assistance from ES/LC (if needed). Where floors and buildings have multiple occupancy, coordination with other Departments may be necessary to designate floor and building coordinator level individuals.
- ii. Ensure that individuals are designated to utilize portable fire extinguishers and that they receive the appropriate training.
- iii. Ensure that all employees follow fire prevention guidelines.
- iv. Ensure that employees participate in Emergency Preparedness on-line training as set up by ES/LC.
- v. Ensure that Emergency Preparedness procedures are reviewed with new employees (as part of their employee orientation) or within the first five (5) days of employment.
- vi. Ensure that all employees have watched the video entitled Run, Hide, Fight and have completed the training acknowledgement statement at the completion of the video. <http://pbcportal.pbcgov.org/HR/Pages/ActiveShooter.aspx>.

C. Employees will:

- i. Follow all Emergency Preparedness guidelines as set forth in this document.
- ii. Participate in all training as directed by the Department, Division, Human Resources and Risk Management.
- iii. Comply with all procedures as set forth in this policy.

D. Employee Safety/Loss Control will:

- i. Coordinate all Emergency Preparedness training programs for employees in County owned or occupied facilities.
- ii. Assist Departments in determining the number of Coordinators necessary to ensure safe and orderly building evacuations and adequate coverage for all building areas.
- iii. Conduct drills in designated facilities as appropriate. The drills will be scheduled and coordinated with building management in conjunction with Facilities Development and Operations (FDO) Electronic Services and Security (ESS) Section, ES/LC, Security/PBSO and the local Fire Department or AHJ.
- iv. Conduct inspections to ensure that all emergency escape routes are clear, that all

fire safety guidelines are being followed, and that emergency floor plans are accurate.

- v. Conduct annual inspections to ensure that staging areas for evacuations and/or sheltering in place locations have been clearly identified.
- vi. Assist in the preparation of Staging maps which indicate locations for employees to evacuate to and/or identify shelter in place locations. The staging maps must not be posted in public areas.
- vii. Monitor the procedures as set forth by this policy.

E. Facilities Development and Operations will:

- i. Ensure specifications for evacuation floor plans and stair identification signs are included in bid documents that are provided to contractors for construction of new facilities or when major renovations occur to existing facilities, and forward such changes to Risk Management.
- ii. Prepare through its Electronic and Security Services (ESS) division the evacuation maps for all County buildings as needed. Evacuation floor plans will include: a sketch of all rooms in the zone, a marking “You are here”, arrows showing primary and secondary evacuation routes, exterior exits for each route, and location of all portable fire extinguishers.
- iii. Inspect and maintain all alarm systems in County owned or occupied facilities.

F. Emergency Coordinators will:

- i. Building Coordinators:
 - Ensure they are familiar with the entire Emergency Preparedness Procedures including all of their specific duties.
 - Report consolidated accountability results from all other Coordinators to the Incident Command.
- ii. Floor Coordinators will:
 - Ensure they are familiar with the entire Emergency Preparedness Procedures including all of their specific duties.

- Floor Coordinators (if several Office coordinators are present) will report any unaccounted for employees to the Building coordinator.
- iii. Office Coordinators will:
- Ensure they are familiar with the entire Emergency Procedures including all of their specific duties.
 - Inform their group of employees of the specific outside Staging Area or Shelter in place locations in the event of an emergency.
 - Ensure that all employees have left the area in case of an evacuation, by performing a rapid sweep of the area as they are evacuating the building.
 - Perform the roll/headcount at the Staging Area or Shelter in place area.
 - Report to the Floor Coordinator any unaccounted for employees.

PROCEDURE:

I. GENERAL INSTRUCTIONS

- A. All employees and visitors must **IMMEDIATELY** evacuate a building when ordered to do so via the Emergency Public Address System, strobe lights activation, and/or if the Fire Alarm System sounds.
- B. In the event large meeting rooms are occupied, meeting organizers and/or security shall assist and direct the evacuation of the occupants. Prior to the start of meetings, organizers should briefly explain evacuation procedures. This announcement should include: floor and room number, all exit doors leading out of the room, exit stairs and corridors to use once they exit the room, instruction **Not to Use Elevators**, and appropriate staging areas or shelter in place locations.
- C. In judicial buildings which have security requirements, alternative evacuation plans, approved by the Fire Marshall, are in place and coordinated with the FDO ESS. These alternative evacuation plans are to be followed at these locations.
- D. Occupants in designated County owned or occupied facilities with unique evacuation requirements will receive Emergency Evacuation training conducted by ES/LC and/or a designated training provider.
- E. All evacuations, fires, bomb threats and active shooter incidents must be reported to ES/LC within 1 hour of the occurrence. Notification may be made by calling ES/LC directly or by calling the Emergency Operations Center at 561-712-6428.

- F. All employees should be acquainted with all stairwell/exit locations, primary and secondary emergency escape routes, shelter in place alternatives and staging areas.
- G. Designated employees should be aware of the proper use and location of Fire extinguishers. (Training is offered by ES/LC.) Per 29 CFR 1910 Subpart L, individuals must be designated and trained in the use of Portable Fire Extinguishers, and receive annual course refreshers.
- H. All employees should be aware of all alarm pull box locations in their work area.
- I. All employees should be aware of AED/ Severe Bleed Kit locations in their work area.
- J. All employees should have a planned location to shelter in place if necessary.

II. EVACUATION PROCEDURES:

Before:

Most County buildings have a core group of personnel that have been assigned as Evacuation Coordinators. There are three levels of Emergency Coordinators: Office, Floor, and Building. Each Coordinator has at least one alternate in case of absence. These Coordinators have received additional training. Office and floor coordinators are identified during an emergency by red “Emergency Coordinator” hats. Building coordinators are identified during an emergency by white “Emergency Coordinator” hats. Using this system of Coordinators allows for an organized exchange of information from inside a building at the employee level to the command post located outside of a building.

During:

Once ordered to evacuate your area, Office Coordinator’s shall direct all employees and visitors, to proceed calmly and safely to the planned primary or alternative evacuation route and then to one of the designated staging areas. Report to the Floor Coordinator when all personnel and visitors have been evacuated.

Advise the Floor Coordinator of any problems, such as anyone who refuses to evacuate, and of any disabled persons who may be located in stairwells.

After:

Once the “All Clear” is sounded and re-entry into the building is authorized, every effort will be made to allow employees to enter first so they will be in place when the public enters to conduct business. To facilitate employee re-entry, employees should make every effort to have their County issued identification with them at the time of entry.

III. DRILLS:

Emergency Evacuation Drills will be conducted at designated facilities as needed at a minimum of once every 2-3 years depending on the building occupancy. In order to effectively conduct the

drill activities (e.g. notification, emergency response, scheduling, alarm control, evaluation, building access & reentry security controls etc.), the drills will be scheduled and coordinated with building management in conjunction with FDO, ESS, ES/LC, Security, PBSO, PBC FR and /or other AHJ.

Formal Emergency Evacuation Drills are not required for all County buildings, however, all departments shall ensure that all employees are trained and familiar with emergency evacuation procedures (e.g. alarms, exit routes, assembly areas, shelter in place locations, confirmation of building evacuation and accounting for all employees (post evacuation headcount)). Emergency Evacuation training is completed on-line through DuPont LMS. To access this training go to <http://pbcclaritynet.com>.

These drills are used to assess the readiness of Coordinators and employees in the event of an emergency evacuation. Results of drill performance will be shared with the Building Management and Coordinators for follow up action.

In some locations the frequency and procedures and documentation for emergency drills are specifically outlined in applicable operational regulations and certification requirements (such as educational occupancies, health care, day care, detention, lodging facilities etc.) along with local code requirements developed by the AHJ.

IV. TRAINING:

- A. Employees in all applicable County owned or occupied facilities shall complete the on-line “Employee Emergency Evacuation” training when hired (see below) and at a minimum of every (2-3) years or as a refresher course is needed.
- B. All Coordinators (Building, Floor, and Office) are required to complete the “Emergency Evacuation Coordinator” class when assigned Coordinator duty. This class is in addition to the on-line Emergency Evacuation training through DuPont. Emergency Evacuation Coordinators are also encouraged to complete First Aid, CPR/AED and Fire Extinguisher training.
- C. All training will be provided through ES/LC and will include:
 - i. Fire prevention guidelines.
 - ii. Employee procedures and responsibilities during fire and smoke emergencies.
 - iii. Employee procedures and responsibilities during bomb threat emergencies.
 - iv. Fire Extinguisher training
 - v. Employee procedures and responsibilities during an Active Shooter Incident.
 - vi. Coordinator responsibilities.
- D. Office Coordinators and/or supervisors should review emergency evacuation procedures

with new employees as part of their employee orientation or within the first 5 days of employment. New employees should subsequently take the on-line training within the first 15 days of hire.

V. FIRE PREVENTION GUIDELINES

- A. In most County buildings or structures, exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied.
- B. Exit markings shall be marked by readily visible illuminated signs in all cases where the exit is not immediately visible to the occupants.
- C. Means of egress shall be continually maintained free of all obstructions or impediments to allow instant use in the case of fire or other emergency.
- D. Close stairwell, room, and corridor doors to minimize the spread of fire. Doors act as a temporary barrier against the spread of fire.
- E. Do not store equipment or materials in stairwells or corridors.
- F. Do not overload an outlet by plugging in an excessive quantity of electrical equipment. Multiple plugs or extension cords should not be used except for temporary conditions. Daisy chaining of multiple plugs and extension cords is forbidden.
- G. Portable space heaters of any type are prohibited inside all county buildings.
- H. Follow the County-wide policy concerning smoking. Smoking is not permitted inside any County owned or occupied buildings.
- I. Do not use elevators during an emergency evacuation. Only stairwells should be used. In the event an occupant is unable to walk down stairs, that occupant should remain in the stairwell and wait for assistance from emergency personnel. Building Coordinators should be notified of any occupants requiring assistance.
- J. A minimum clearance of two feet must be maintained below ceilings and eighteen inches of clearance below the heads of automatic sprinklers. Nothing is to be hung from automatic sprinklers.
- K. A minimum clearance of three feet must be maintained around fire extinguishers and pull stations. This equipment must not be obstructed at any time.
- L. All trash should be discarded promptly. Notify custodial personnel with a sign to discard bulky refuse that will not fit into receptacles. Maintain good housekeeping in all areas of the building.

- M. Fire doors must remain closed at all times. Doors normally in the open position which are designed to automatically close in an emergency must never be obstructed.
- N. Furniture or other materials must never obstruct the movement of smoke or fire barriers.
- O. Decorations may only be utilized if they are rated and labeled as fire retardant. Decorations or other items may not be hung from the ceiling.
- P. Burning of candles of any kind is prohibited in County owned or occupied buildings.

VI. FIRE AND SMOKE EMERGENCIES

Any employee who discovers fire and/or smoke must immediately do the following:

- A. Activate the nearest alarm by pulling the handle of the fire alarm pull station.
- B. Dial 911 or 9-911 and report the location of fire, smoke, or activated alarm including room number, floor, and specific area. It is imperative that 911 be notified. Not all alarm systems are connected to a monitoring company.
- C. If the fire/smoke is contained and localized in a small area and not out of control (i.e. trash can fire), seek assistance and attempt to extinguish the fire with a fire extinguisher, but only if you have had fire extinguisher training and feel knowledgeable in the proper use of a Fire Extinguisher.
- D. If appropriate and possible, isolate the fire/smoke by closing doors, moving combustibles away from the fire or disconnecting electrical supply at the same time you are evacuating the building.

VII. BOMB THREAT GUIDELINES

- A. If any employee receives a bomb or terroristic threat via the telephone, do not hang up or attempt to transfer the call. Employees should record as much information as possible on the yellow Bomb Threat Information Card. Contact ES/LC to obtain these cards. (See Appendix 1 for more information).
- B. , Emergency personnel (911), immediate supervisors, the EOC and Coordinators must be notified immediately.
- C. Employees may be asked to perform a cursory (“hands off”) inspection of their work area.
- D. Employees should prepare to evacuate when a bomb threat is received. Note: An

evacuation may not take place in all cases, direction will be given by the emergency responders.

- E. All bomb threats must be reported to ES/LC as soon as feasible after the occurrence by the Department Head or designee. Notification may be made by calling ES/LC directly or by calling the Emergency Operation Center at 561-712-6428.

VIII. SEVERE WEATHER

Sightings of tornadoes or severe weather emergencies in the vicinity of County buildings, Parks, or recreational areas should be reported to the EOC immediately. When under tornado warnings or severe weather alerts, employees should restrict activities to the closest suitable shelter.

Approaching Tornadoes Indoors- If a Tornado warning is issued move to your department's designated sheltered area, preferably an interior room or hallway on the lowest floor of the building. Keep away from windows at all times.

IX. ACTIVE SHOOTER

The ability to quickly and safely evacuate is critical to surviving an active shooter scenario. Employees must be familiar with the evacuation plan and practice using the nearest exit without exposing themselves to danger. Employees must also identify a "shelter in place" location that they can easily access in the case of an active shooter scenario when evacuation is not an option.

It is critical that only authorized personnel are granted access to the County's non-public areas. This requires all employees to wear their County issued badge at all times. Employees should be sure that secure doors are closed behind them as they enter a County building and avoid allowing unknown others to follow you in through a secure entrance way.

Any potentially dangerous situations must be reported immediately to your supervisor and/or the EOC and Human Resources.

In the event of an active shooter alert employees have the following options:

- Evacuate the building (only if clear passage away from shooter);
- Shelter in Place (hide, turn off lights, computer, place cell phone on silent, lock doors or block doors with heavy furniture or equipment; or
- Take Action (only as a last resort)-Identify objects in your work space that could cause damage to a person if a severe threat presented.

Keep in mind there may be more than one shooter involved as well as multiple buildings.

Try to remain calm and project that calmness to anyone else that may be with you.


When Law Enforcement arrives on scene, be sure to respond as follows:

- Do NOT have anything in your hands
- Raise your arms in the air and spread your fingers
- Follow all instructions from Law Enforcement as given

The following link will take you to an intranet site where you are required to take additional training: <http://pbcportal.pbcgov.org/HR/Pages/ActiveShooter.aspx>.

Once you have completed this training, please complete the Training Acknowledgement Statement included on the link above and return it to your supervisor.


Remember 70% of active shooter incidents end in less than 5 minutes.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. Internal PPM # RSO-301
2. PPM# CW-O-022, effective 9/1/88
3. PPM# CW-O-022, effective 4/1/05
4. PPM # CW-O-022, effective 9/1/2010
5. PPM # CW-O-022, effective 4/24/2018

Appendix 1: Bomb Threat Information Card (example)



BOMB THREAT INFORMATION

PLACE CARD UNDER YOUR PHONE

WHEN YOU RECEIVE A BOMB THREAT:

- * Wave card to alert others
- * Obtain as much information as possible
- * Write down all responses
- * Do not hang up the phone or transfer the call

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

Phone number of the caller: _____

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number call received on: _____

Time: _____ Date: _____

Received by: _____

Department/ Division: _____

OVER

CHECK ALL THAT APPLY

CALLERS VOICE

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar

If voice is familiar who did it sound like?

BACKGROUND SOUNDS:

_____ Street noises	_____ Factory machinery
_____ Crockery	_____ Animal noises
_____ Voices	_____ Clear
_____ P A System	_____ Static
_____ Music	_____ Local
_____ House noises	_____ Long distance
_____ Motor	_____ Office machinery
_____ Booth	

Other _____

THREAT LANGUAGE:

_____ Well Spoken (educated)
_____ Incoherent
_____ Foul
_____ Irrational
_____ Taped
_____ Message read by threat maker

REMARKS _____

**REPORT CALL IMMEDIATELY
TO LAW ENFORCEMENT
BY DIALING:**

9-1-1 OR 9-9-1-1

GIVE COMPLETED CARD TO LAW ENFORCEMENT

Appendix 2: Emergency Evacuation Coordinator Assignment Form (example)

EMERGENCY EVACUATION COORDINATOR ASSIGNMENT FORM

Department/Division Head: For each building where employees work and where an evacuation can take place, employees are required to receive training and Coordinators must be assigned to fulfill the responsibilities required under the Emergency Evacuation and Fire Safety PPM # CW-O-022.

For any questions contact ES/LC at 233-5400. Send or email the completed forms to Risk Management, Employee Safety / Loss Control (ES/LC).

Department: _____ Building Name: _____

Street Address: _____ City: _____ Zip: _____

Floor ¹	Coordinator: Name (Last, First)	Coordinator Type ²	Coordinator Function B, F, O ³	Division / Work Group

Completed by (Print): _____ email: _____

Note: 1 - Floor: Ground Floor = 1 2 - Coordinator Type: Primary (P), Alternate (A),
 3 - Coordinator Function: Building (B), Floor (F), Office (O)