

**City of Philadelphia
Department of Public Property
Procedures**

**Department Site Specific Procedure for the
Emergency Action Plan**

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I. Policy/Program

- a. The Department Name Site Specific Emergency Action Plan provides procedures to be utilized for emergency evacuation in the event of a fire, bomb threat, incident of terrorism or violence, chemical spill, utility failure, severe weather or natural disaster. The procedures have been developed to provide a systematic and orderly emergency response. The Site Specific Procedures for the locations listed below provides a process to assure employee and public protection and are included as an attachment.

- i. City Hall; Broad & Market Streets

1. Tenants include:

- a. Mayor's Office
 - b. Department of Public Property
 - c. First Judicial District
 - d. City Council
 - e. Philadelphia Police Department
 - f. Records Department
 - g. 311 Call Center
 - h. Register of Wills
 - i. City Commissioner's Office

II. Responsibilities

- a. Safety Officer is responsible for:

- i. Ensuring that employees that occupy City Hall have the knowledge and understanding of the Emergency Action Plan, roles and responsibilities, emergency escape routes and assembly areas required for response to emergencies should they arise.
 - ii. Providing leadership in emergency response situations. This may include directing employees in the event of an emergency requiring a building evacuation or shelter in place.
 - iii. Determining an evacuation assembly area for employees: to keep them out of danger and/or exposure and not in the way of emergency responders; to properly account for and make sure everyone has evacuated, and to provide further information and guidance about the emergency event.
 - iv. Assessing incident occurrence and response, making the necessary changes to improve performance.
 - v. Evaluating emergency situations to determine:
 1. If a hazard to personnel, members or the environment exists;
 2. The extent of the hazard;
 3. If activating the Emergency Action Plan is necessary.

- b. Management and employees are responsible for:

- i. Familiarizing themselves with the elements outlined within the emergency action plan procedures.

- ii. Complying with all requirements set forth in the City of Philadelphia's Emergency Action Plan including the specific procedure set forth for City Hall by the Department of Public Property.

III. Department Site Specific Emergency Information

- a. The following form must be completed for every City owned or City occupied facility in a Department.

DEPARTMENT SITE SPECIFIC EMERGENCY INFORMATION

Date: 1/30/2012

Department Name: Department of Public Property (Owner/Manager)
Department Location (Facility Name / Address): CITY HALL; Broad & Market Streets

General Emergency Procedures

Dial the 911 Emergency Response Call Center to alert Police & Fire Departments of the emergency/incident.

The proper 911 dialing sequence for this facility is: 9-911

Employee Notification

Fire Alarm System

Public Address System

Provide the title(s) of the individual(s) responsible for initiating the employee notification system(s).

Security Officer 1

Shelter in Place Plan

Provide the Shelter in Place Plan details.

(Per the Philadelphia Fire Code: Shelter-in-place plans shall provide for the safety of building occupants from outdoor contaminants. Departments shall identify suitable pre-determined shelter rooms or areas with as few windows, vents and doors as possible. Shelter areas shall contain a water supply for both drinking and toilet facilities. Plans shall require that all doors and windows be shut (and locked where locking provides a tighter seal) and all air handling equipment (heating, ventilation and air conditioning systems) be shut down. To provide necessary protection, sealing windows, doors and vents with tape is permitted.)

Shelter in Place is a method of emergency response utilized when a hazardous condition exists outside of a building or location, making it safer for employees, visitors and citizens to be indoors. Shelter in Place response includes taking refuge in an interior room, hallway or office within a building that has limited access to the exterior where a hazard may exist. Shelter in Place will provide for the safety of building occupants from outdoor contaminants.

Plan Requirements

1. Shelter in Place Plan

- a. **When the announcement to execute the Shelter in Place Plan is given through the public address system, all employees and visitors will be asked to remain calm and to stay in their current location until further instruction is given.**
- b. **Floor Captains and other designated personnel will be responsible for shutting off air conditioning units and closing doors and windows to prevent contaminants from entering the building.**
- c. **Employees and visitors located in the basement and sub-basement of City Hall will close all doors and windows and relocate to a higher floor where their respective department resides and**

await further instructions.

d. All employees will report to the floor on which their place of business is located and await instructions.

e. Shelter in Place Criteria

i. Shelter in Place locations in City Hall should include the following criteria:

1. Room(s) large enough to accommodate department personnel [approximately 10 sq/ft person].
2. Preferably an interior room at or above ground level, preferably without windows.
3. Room with as few windows, doors, and vents as possible.
4. Remember that people can't be forced to shelter.

2. System Shut Down

a. During a Shelter in Place emergency, all doors and windows will be shut (and locked where locking provides a tighter seal) and all heating, ventilation and air conditioning systems will be shut down.

- i. Occupying Departments are responsible for turning off air conditioning units, shutting the windows and doors in their office areas, conference rooms, lunch rooms, break rooms and court rooms during a Shelter in Place emergency.
- ii. The Department of Public Property is responsible for shutting down all heating, ventilation and air conditioning systems in City Hall.
- iii. The Department of Public Property is responsible for shutting all doors and windows in common areas and hallways of City Hall.
- iv. FJD Maintenance staff is responsible for shutting down their respective HVAC systems.
- v. Security Officer 1 would make an announcement to close all windows.
- vi. Tenants are responsible for closing individual windows in their suites.

Communication

- b. The Department of Public Property (Security Officer 1) will communicate the need to Shelter in Place to all building occupants and visitors using the public address system as well as email, radio or phone call to all tenant liaisons and City Management personnel.
- c. Occupying Departments are responsible for communicating the Shelter in Place procedure to visitors during the emergency.
- d. The Department of Public Property Security Division will communicate the need for executing the Shelter in Place plan to all visitors and citizens located in public areas of City Hall.
- e. The "All Clear" will only be given by the Philadelphia Fire Department or Office Emergency Management.

3. Building Security

- a. The City Hall Security force will be responsible for closing the exterior doors in the four (4) corners of City Hall.
- b. The Security team will communicate the need to execute the Shelter in Place plan to all incoming visitors. This is done via the announcement by Security Officer 1.
 - i. Visitors will be relocated from public areas to locations where they were scheduled to visit, i.e. jury rooms, courtrooms, offices, etc.
- c. City Hall Security will evacuate the City Hall tower and bring those visitors to the 7th floor of City Hall to shelter in place.

Plan to handle individuals with Special Needs.

(This includes those with temporary or permanent disabilities or those needing assistance to safely evacuate.
Provide the plan for handling individuals with special needs.

1. Building Security notes when a visitor with a disability is in the building. The location being visited is noted in the visitor's log. Building Security will alert emergency responders to the location of those individuals.

2. Departments located within City Hall are responsible for assisting employees with special needs into either the Shelter In Place location on their floor or the top of the stair tower on their respective floor to await rescue from emergency responders. The floor captain is responsible for alerting Building Security of the locations of those individuals.

Plan to handle and account for visitors to the facility.

Provide the plan for handling visitors.

1. Building Security maintains the visitor log at the Northeast Entrance to City Hall. Building Security will instruct visitors on the ground floor, entrance/exits and exterior location to the evacuation rally point or shelter in place location, depending on the emergency incident.

2. Departments located within City Hall are responsible for assisting/instructing visitors to either the Shelter In Place location or the evacuation rally point.

Hazardous Chemical Release Plan

Provide a plan for department response for the release of a hazardous chemical (indoors or outdoors) including notification, a procedure for initiating evacuation or shelter in place, training and clean up protocol, if responsible.

If a hazardous chemical release occurs inside City Hall, the Department of Public Property Facilities Unit must be notified immediately. Once notified, Public Property will notify their Safety Officer for guidance on notification and proper clean up of the spill. The Safety Officer in conjunction with the City Hall Facility Manager will determine the whether an evacuation or shelter in place is necessary for occupant safety. Once a determination is made, the respective plan will be implemented.

Evacuation Planning**Evacuation Procedure**

State the plan for the location listed above is a Full or Partial Evacuation.

Provide necessary details of evacuation for the location listed above.

City Hall has an emergency evacuation plan approved by the Philadelphia Fire Department. The evacuation plan for City Hall is a full evacuation of all occupants once the building alarm system has been activated, regardless of the type of emergency. Information, if available, will be provided via the public address system on a periodic basis. However, all occupants and visitors are expected to evacuate the building when the alarm is activated.

Evacuation Routes & Rally Points

- List primary locations where the evacuation plans and rally point information are posted.

The evacuation plans and rally point information for City Hall will be posted at each elevator bank.

- State how occupants will be accounted for in an emergency situation.

Occupants, both tenants and visitors, will be accounted for by the Department where they are employed or are visiting at the time of the emergency and/or emergency drill. The City Hall Security Guards will assist accounting for visitors through the Visitor Log.

- List rally points for the location listed above.

The rally point for City Hall during an emergency is the apron of City Hall. All occupants and visitors shall evacuate the building through the nearest exit and assemble in the location pre-determined by their respective Department.

- Attach floor plans and/or layouts indicating the evacuation routes and rally points.

Emergency Drills

List frequency and schedule of emergency response drills for this facility.

City Hall will conduct at a minimum two (2) Fire Drills per calendar year during normal business hours, 8AM – 5PM. These drills will be scheduled and conducted by the Department of Public Property. Notification to tenants will be made in advance indicating the date of the drill only.

City Hall will conduct a minimum of one (1) Shelter in Place drill per calendar year during normal business hours, 8AM – 5PM. This drill will be scheduled and conducted by the Department of Public Property. Notification to tenants will be made in advance indicating the date of the drill only.

Other Information Required**Alarm System**

Include a description of the fire alarm system in the Emergency Action Plan (if applicable). Include information on the alert/alarm/evacuation audible tones and message notification details.

The current alarm system installed in City Hall is a Siemens' Addressable System. This system has one tone to alert tenants of an emergency. The audible message is a manual message read by a Building Security Officer to provide instructions to all tenants on the proper emergency response, i.e. evacuation or shelter in place. Strobe lights are located throughout City Hall in the hallways and office areas to provide further alert to the emergency situation.

Role of security officer during an emergency:

The security officer closest to the Fire Command Center will report to the Fire Command Center. At this time they will check the fire alarm panel to see where the emergency is being reported. A second Security Officer will then be dispatched to investigate the situation and report back to the Fire Command center via radio. If necessary, this Security Officer will clear the incident area of people.

The Security Officer at Fire Command will relay information via the alarm system to tenants and provide information to the Fire Department upon their arrival at the facility. The "All Clear" will only be read over the alarm system when the Fire Department has determined it is safe to re-enter the building.