



CITY OF PHILADELPHIA

Emergency Action Plan

For All City Facilities

Issued by:

Risk Management Division

January 27, 2010

Table of Contents

| | | |
|-------|---|----|
| I. | Introduction | 3 |
| II. | Policy | 3 |
| III. | References | 3 |
| IV. | Definitions | 3 |
| V. | General Emergency Procedure | 4 |
| VI. | Evacuation Procedure | 6 |
| VII. | Types of Emergencies | 8 |
| A. | Fire | 8 |
| B. | Hazardous Chemical Release | 9 |
| C. | Bomb Threat | 9 |
| D. | Threat of Lethal Violence | 9 |
| E. | Weather Events | 12 |
| F. | Power Failure | 13 |
| G. | Utility Failure / Leaks PECO, (Electric), PWD (Water), PGW (Gas) | 14 |
| H. | Earthquake | 14 |
| VIII. | Elevators | 15 |
| IX. | High Rise Building Safety | 16 |
| X. | Alarm Systems | 17 |
| XI. | Training | 17 |
| XII. | Record Keeping | 18 |

Appendix A: Site Specific Emergency Posting Information

Appendix B: Bomb Threat Policy/Procedure; Risk Management Division Directive, P-7

Appendix C: Emergency Flood Response Plan

Appendix D: Philadelphia Fire Code; Section F-405

Attachment 1: Departmental Emergency Action Plan

I. Introduction

This Emergency Action Plan establishes guidelines for the Departments, Agencies, Offices and Commissions of the City of Philadelphia (City) to prepare employees, citizens and visitors for emergency situations at City facilities. Each emergency may have a significant impact on employees, citizens and visitors and interrupt city services. Planning and preparation play a vital role in handling emergencies to limit injuries and damage to property.

This Plan includes guidelines and information for City Departments, Agencies, Offices and Commissions to follow in preparing their employees and locations for emergency response. City Departments, Agencies, Offices and Commissions that have employees located in privately owned/managed facilities must include the emergency response plans for those facilities in their emergency planning.

II. Policy

It is the policy of the City of Philadelphia to protect life, community, property, and minimize the impact of emergencies on employees, citizens, and the provision of City services.

It is the responsibility of each Department, Agency, Office and Commission of the City of Philadelphia to develop emergency procedures related to their specific operations. The plan must include the information contained within this Emergency Action Plan as well as information included as appendices and attachments to this Plan. Every City Department, Agency, Office and Commission is responsible for communicating the Emergency Action Plan to all employees and training them on the specific procedures contained in the Plan.

III. References

- a. Code of Federal Regulations, Title 29, part 1910.38, "Employee Emergency Plans and Fire Prevention Plans"
- b. U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) 3088, "How to Plan for Workplace Emergencies and Evacuations," USDOL-OSHA 2001 (Revised)
- c. National Fire Protection Association (NFPA) 101 – Life Safety Code Handbook
- d. City of Philadelphia, Risk Management Division, Safety Directive #P-7 – Bomb Threat Procedures, September 24, 2009
- e. City of Philadelphia, Emergency Operation Plan, Managing Director's Office, July 1998 (revised)

IV. Definitions

- a. Manager / Supervisor: An employee with supervisory responsibility who will assist with the implementation of this Emergency Action Plan for employees, visitors and citizens. The Manager/Supervisor described in this Plan includes the "Manager/Supervisor" on Duty at the

time emergency response is needed which may vary from the regular Manager/Supervisor due to sick time, vacation time, off site meetings, etc.

- b. Safety Officer: An employee who has responsibility for the occupational safety and health program for their respective Department, Agency, Office and Commission. The contact information and location of the Safety Officer should be made available to all employees.
- c. Floor Captain: A City Department, Agency, Office and Commission employee who has volunteered or been appointed to assist employees, visitors, and citizens when emergency response or evacuation is necessary. The list of Floor Captains for a location should be continually updated and communicated to employees.
- d. Shelter in Place: A method of emergency response when a hazardous condition exists outside of a building or location, making it safer for employees, visitors and citizens indoors. Shelter in Place plans include taking refuge in an interior room, hallway or office within a building that does not have windows to the exterior where a hazard may exist.
- e. Rally Points: A predetermined location where all employees from a Department, Agency, Office or Commission and visitors, will gather if evacuated from a work location.
- f. Emergency Evacuation Routes / Floor Plans: A pre-determined exit route for evacuating personnel from a building or location.
- g. Incident Commander: The individual or team responsible for oversight of operations during an emergency situation. The Incident Commander may be a member of the Philadelphia Police Department, Philadelphia Fire Department, Department of Public Property, Building Management or a combination of those listed.
- h. High Rise Building: A building with an occupied floor located more than 75 feet (typically more than 7 floors) above the lowest level of Fire Department vehicle access.
- i. Areas of Refuge: An area that can be used as part of the required means of egress for persons that are physically disabled until rescue can be facilitated by the Philadelphia Fire Department. Areas can include the following: stair tower landings, fire rated corridors or vestibules adjacent to the exit stairs away from the obvious danger.

V. General Emergency Procedures

If an emergency of any type is observed, employees are encouraged to call 9-1-1. Most City owned buildings must dial 1-911 and most City leased buildings must dial 9-911. After 9-1-1 has been notified, employees must call a City Management representative in order to execute the appropriate emergency protocol. Once 9-1-1 has been called, the employee or City Management representative will notify Municipal Radio of the emergency by dialing 215-686-4514.

- a. Management Notification
 - i. For City owned and managed facilities (i.e. City Hall), the Manager/Supervisor on duty will call 9-1-1 and Municipal Radio.

- ii. For City leased/occupied facilities (i.e. Land Title Building, Aramark Building), the Manger/Supervisor on duty will notify Building Management who will then call 9-1-1 and Municipal Radio.
- iii. For City owned facilities that are managed by a private firm (i.e. Municipal Services Building), the Manger/Supervisor on duty will notify Building Management who will then call 9-1-1 and Municipal Radio.

Emergency situations should be reported to management in order to initiate proper procedures. In the event that the emergency necessitates evacuation or shelter in place procedures, the manager or supervisor on duty will execute the Emergency Action Plan.

b. Communication

- i. If an emergency situation has arisen, City Management and/or Building Management will respond with instructions through the Fire Command System, public address system, verbally or in person. The instructions will vary according to the nature of the emergency and the building structure and layout.
- ii. If an emergency occurs at an owned or leased city building managed by a private company, Building Management or the designated Incident Commander will execute the appropriate emergency protocol and communicate with employees.
- iii. The Manager/Supervisor on duty is responsible for communicating emergency procedures to employees, visitors and citizens until relieved by an Incident Commander. The Incident Commander will be the Philadelphia Police Department, Philadelphia Fire Department, Department of Public Property or a combination of those listed.

c. Employee Notification

Employees may be notified of emergencies by the installed alarm system, public address system or verbally by supervisors/managers. After initial notification, employees will be provided direction by an on scene Manager/Supervisor, Floor Captain or Incident Command Team Member. Employees are responsible for complying with information and directions given during an emergency.

d. Shelter in Place Plan

- i. Shelter in Place plans shall provide for the safety of building occupants from outdoor contaminants. Each City owned or leased building must identify suitable pre-determined shelter rooms or areas with as few windows, vents and doors as possible. Specific plans shall require that all doors and windows be shut (and locked where locking provides a tighter seal) and all air handling equipment (heating, ventilations and air conditioning systems) be shut down.
- ii. Shelter in Place drills shall be conducted once annually for all City owned or leased buildings. Shelter in Place drills shall be conducted twice annually for all educational facilities (Pre-K through Grade 12).

e. Special Needs

- i. Each Department, Agency, Office and Commission will have specific plans in place to address the needs of employees, visitors or citizens that have special needs during an emergency. Special needs include, but are not limited to: physical disability (permanent or temporary), medical conditions, language barriers, etc.
- ii. The plan will include the following:
 1. A procedure to assist employees or visitors with special needs. This procedure will include how an individual with special needs is moved during an emergency, where they will await rescue (Area of Refuge) and proper notification of their location to rescue services.
 2. A communication plan for individuals that are vision or hearing impaired or situations where there is a language barrier;
 3. Areas of Refuge for disabled employees or visitors which will be communicated to all employees.
 4. Exit, egress and Areas of Refuge that are clear and properly marked.

f. Visitors

- i. Each City Department, Agency, Office and Commission is responsible for developing a plan to address handling visitors during an emergency based on the services provided and the building location and characteristics, i.e. high rise building. Visitors will be communicated with during an emergency and may need additional assistance if the building is in an emergency situation.

VI. Evacuation Procedure

An evacuation procedure must be developed and implemented at each City owned or leased facility. The procedure should include directions in order to properly execute an evacuation of employees, visitors and citizens from City owned and leased facilities. Thorough planning and employee training will ensure prompt action during an emergency which may reduce the possibility of personal injury and minimize property damage. Each City Department, Agency, Office and Commission is responsible for training employees on the types of evacuation procedures in place for their locations.

a. Types of Evacuation

- i. Full Evacuation: A method of emergency response where an entire building or location is cleared of all personnel.
- ii. Partial Evacuation: A method of emergency response where a portion of a building (i.e. three (3) floors) is cleared of all personnel. All other floors or areas are instructed to hold their position and await further instruction.

- iii. No Evacuation (Shelter in Place): A method of emergency response where all personnel are instructed to stay indoors in predetermined interior locations (rooms, office, hallways) to limit exposure to an exterior hazard.

b. Roles and Responsibilities

i. City Management Representative

City Management Representatives are responsible for communicating with all employees located in a building when an emergency occurs. Communication to employees may be funneled through the Manager or Supervisor on Duty. In addition, the City Management Representative will be responsible for operational decision-making during an emergency. Each Department, Agency, Office and Commission is responsible for designating a primary and secondary City Management Representative and communicating the names of the designees to all employees through the Emergency Action Plan.

ii. Managers/Supervisors, Safety Officers or the Floor Captains

Managers/Supervisors, Safety Officers or the Floor Captains will ensure that employees, visitors and citizens are notified of emergency situations as necessitated in the Emergency Action Plan. In addition, the Manager/Supervisor, Safety Officer or Floor Captain will assist individuals in following the proper emergency procedure and ensuring that all employees are accounted for.

iii. Employees

In the event of an emergency evacuation, each employee is responsible for following the evacuation plan for their specific work area. If an employee is evacuated, they are to report to his/her Manager/Supervisor, Safety Officer or Floor Captain at the predetermined evacuation rally point immediately upon evacuation. Employees are to leave immediately upon notice of evacuation.

c. Evacuation Planning

i. Each City Department, Agency, Office and Commission is responsible for adequately planning for emergencies that lead to evacuations. Planning includes the following criteria:

1. Develop a pre-determined exit route for evacuating personnel. This exit route shall be: 1) clearly marked and well lit; 2) wide enough to accommodate the number of evacuating personnel; 3) unobstructed and clear of debris at all times; and 4) unlikely to expose evacuating personnel to additional hazards.
2. Building floor plans / maps should be posted in conspicuous areas and are to be included as part of the Emergency Action Plan. These plans should detail the location of fire extinguishing devices, alarm boxes, emergency lights, exits, evacuation routes, areas of refuge and identify the floor layout.

3. All City owned or leased buildings must execute emergency evacuation drills compliant with the Philadelphia Fire Code Section F-405, Emergency Evacuation Drills. See Appendix D for the frequency of required drills and definitions of your building's occupancy.

VII. Types of Emergencies

a. Fire

- i. Fires can have several causes and sources of fuel. Most fire related deaths are caused by smoke inhalation. It is important to remember that the primary evacuation path may be towards the fire. In these cases an alternate route of egress away from the fire should be used.
- ii. The standard emergency evacuation response for a fire event is the *R.A.C.E.* formula. [Rescue and/or Remove, Activate the Alarm System, Confirm or Contain the fire, Extinguish or Evacuate the premises]
 1. *R – Rescue and/or Remove* all persons from the affected area.
 - a. Crawl low under smoke to breathe cleaner air.
 - b. Do not open a hot door. Find another exit route.
 2. *A – Activate the Alarm System*
 - a. For buildings with installed alarm systems: Activate the building alarm system at the nearest fire pull stations and dial 9-1-1.
 - b. For all other buildings: Verbally notify those in close proximity and dial 9-1-1.
 - c. Provide the following information when dialing 9-1-1:
 - i. Identify yourself (caller).
 - ii. Identify your location (address, intersection).
 - iii. Specify the nature of the call (fire, medical, etc).
 - iv. Indicate the location of the emergency (address, intersection).
 - v. Indicate the location of injured and special needs individuals.
 - vi. Do not hang up until the 9-1-1 dispatch operator tells you to do so.
 3. *C - Confirm or Contain the Fire*
 - a. If it is noticed that smoke is seeping through a door, do not open the door. Carefully feel the door and doorknob with the back of your hands to determine if the door is too hot to touch. If it is not hot, carefully open the door and identify if anyone is in the room.

- b. Confirm to others that a fire has been found and initiate proper emergency notification and procedures.
- c. Keep doors closed to slow the spread of smoke and fire.

4. E - *Extinguish or Evacuate the Premises*

- a. Fire extinguishers are provided in many buildings to assist a person escaping a building. Unless an individual has been properly trained to operate a fire extinguisher they should not attempt to use the extinguisher.
- b. When a fire has been confirmed, immediately evacuate the area. Do not attempt to fight a fire. When evacuating, refer to the posted floor plan and exit as quickly as possible.

b. Hazardous Chemical Release

- i. Each City Department, Agency, Office and Commission is responsible for adequately planning for emergencies occurring from the accidental release of a hazardous chemical.
 - 1. If the accidental release occurs indoors or outdoors, each City Department, Agency, Office and Commission will have a protocol for notification to the proper Agencies (Department Safety Office, Risk Management, PA Department of Environmental Protection, Philadelphia Fire Department, Philadelphia Water Department, etc.) as well as a procedure to follow for possible shelter in place or evacuation, clean up of the material based on the type of chemical, its hazards and the training provided to employees.
 - ii. In the event of an accidental release of a hazardous chemical an evaluation will be made by personnel trained in hazardous material response to determine the severity of the release. If it is determined that there is a hazardous chemical emergency is deemed severe, Building Management or the Manager/Supervisor on duty will notify 9-1-1 and initiate the proper emergency response.
 - iii. All employees should remain clear of any spill or release of any hazardous materials, unless they have been trained in proper evaluation and clean up procedures.
 - iv. All employees should follow instructions from Building Management or the City Management Representative.

c. Bomb Threat

- i. All City Departments and facilities are required to follow the City of Philadelphia Bomb Threat Procedure which is located in Appendix B.

d. Threat of Lethal Violence

Suspected criminal activity may appear to be non-violent in nature, but circumstances can become lethal or violent quickly. Employees are encouraged to call 9-1-1 if they are a witness to

or suspect a criminal activity is taking place. In addition to calling 9-1-1, the employee should also notify Security, Building Management or City Management to inform them of the situation and begin any necessary emergency response.

Criminal Activity/Hostile Intruder

1. If you observe a crime in progress or behavior which you suspect is criminal or hostile in nature, dial 9-1-1 immediately to notify the Philadelphia Police Department. Report as much information as possible including:
 - a. The activity observed;
 - b. A description of the person: height, weight, sex, clothing or any weapons they may have;
 - c. Exact location of the crime (address, floor, area,);
 - d. Vehicle make, color, year, model and license;
 - e. Direction of travel.
2. Do not approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher and provide additional information as changes in the situation occur until the first police officer or security officer arrives at your location.

ii. Safety Guidelines for Armed Subjects, Active Shooter Situations

1. An armed subject is a person who possesses a firearm, knife or other instrument used as a lethal weapon with the intent to cause physical harm.
2. An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area.
3. In most cases, armed subjects use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to City personnel and employees who may be caught in an active shooter situation.
4. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
5. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one

shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- a. If an active shooter is outside your building:
 - i. Proceed to a room that can be locked. Close and lock all the windows and doors, and turn off all the lights and radios. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. Stay away from windows and place yourself against a wall or anything that can provide protection. One person in the room should call 911 to advise the Philadelphia Police Department dispatcher of what is taking place. Remain in place until the Police, City Official or Security Officer that is known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- b. If an active shooter is in the same building:
 - i. Determine if the room you are in can be locked. If so, follow the same procedure described above. If your room cannot be locked determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- c. If an active shooter enters your room:
 - i. Try to remain calm. If possible, dial 911, alert the police to the shooter’s location. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.
- d. What to expect from responding police officers:
 - i. Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard to stop the shooting as quickly as possible. At all times, remain calm, do as the police officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the

officers. The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

e. Weather Events

Unpredictable forces of nature such as Tornados/High Winds, Severe Thunderstorms and Flooding could have a devastating impact on the City of Philadelphia.

i. Tornados and High Winds

1. Tornados are incredibly violent local storms that extend to the ground with winds that can reach up to 300 miles per hour. They can uproot trees, destroy buildings and turn harmless objects into deadly missiles in a matter of seconds. Damaged paths can exceed one mile wide and 50 miles long. The best protection during a tornado is an underground area, if possible.
 - a. If underground protection is not available, the best above ground areas in a building are:
 - i. Small interior rooms without windows.
 - ii. Hallways on the lowest floor away from outside doors and windows.
 - iii. Rooms constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system.
2. Common terms used to describe tornado events include: Tornado Watch and Tornado Warning.
 - a. Tornado Watch – Be ready to take shelter. Tornados are likely.
 - b. Tornado Warning – Take shelter immediately. A tornado has been sighted in the area.
3. If a tornado or high winds occur, employees, visitors and citizens should remain indoors. If an employee is working outdoors, they must seek shelter immediately.

ii. Severe Thunderstorms

1. A thunderstorm is a transient, sometimes violent storm of thunder and lightning, often accompanied by rain and/or hail. Severe thunderstorms can happen with

little warning, and bring in heavy rains which can cause flash floods, strong winds, lightning, hail and tornados. The strong wind gusts of severe thunderstorms can damage buildings, knock down trees, and create a hazard due to wind-blown debris.

2. If a severe thunderstorm occurs, employees, visitors and citizens already indoors, should remain indoors. If an employee is working outdoors, they must seek shelter immediately.

iii. Flooding

1. All City Departments and facilities are required to follow the City of Philadelphia Emergency Flood Response Plan which is located in Appendix C.
2. When an uncontrollable flow of water is detected in a building during normal business hours the Manager/Supervisor on duty or the building manager will assume the following duties:
 - a. Investigate the flow of water and determine if water is entering the building.
 - b. If water is entering the facility, take action to prevent any compromise of the buildings mechanical and electrical systems.
 - c. If water flow entering the facility cannot be controlled and may compromise the mechanical and or electrical systems, evacuating the building may be necessary.
 - i. Once a determination is made, the Manager on Duty, Building Management and/or Floor Captains will communicate the need for evacuation and lead employees and visitors through a proper evacuation of the facility.
 - ii. Ensure building occupants move to higher elevations, if needed.

f. Power Failure

- i. When a building or location experiences a power interruption of the electrical and/or mechanical services the Manager/Supervisor on duty or building management will assume the following duties:
 1. Determine if the incoming power to the facility has been lost or if it is an internal condition. If the incoming power has been lost the utility provider will be contacted to determine the cause of the outage. If the power was lost due to an internal problem, maintenance will determine the cause and time of repair as soon as possible. Depending on the cause and timeliness of repair the building may not need to be evacuated.

2. Alert building security (if applicable) and inform them of the situation and keep them updated.
3. Employees, visitors and citizens should be kept up to date of the status of the outage. They will be instructed to remain calm and move to a window or to an area where there is emergency lighting. Candles should not be lit at any time. NOTE: All elevators, electrical appliances/equipment and computers will be out of service.

g. Utility Failure

- i. When a building or location experiences an interruption in utility services, the Manager/Supervisor on duty or building management will assume the following duties:
 1. Contact the utility provider listed below and determine the type of emergency response necessary (i.e. evacuation, shelter in place).
 2. If services cannot be restored in a timely manner, the Manager/Supervisor on duty will determine the sequence of events and notify employees, visitors and citizens of the procedure to be followed.

3. Utility Providers

| | |
|------------------------|---|
| PECO (Electric) | PECO Energy 2301 Market St. P.O. Box 8699 Philadelphia PA 19101 Telephone: 1-800-494-4000 |
| PWD (Water) | Philadelphia Water Department Aramark Tower – 5 th Floor 1101 Market St. Philadelphia, PA. 19107 Telephone: 215- 685-6300 |
| PGW (Gas) | Philadelphia Gas Works Correspondence Department P.O. Box 3500 Philadelphia, PA. 19122 Gas Emergencies: 215-235-1212 |

h. Earthquake

- i. Earthquakes have caused a great deal of property damage over the years and have claimed many lives in many parts of the United States. It is the associated destruction of man-made structures and the instigation of other natural disasters that cause injuries and

property damage. Most earthquake related injuries result from collapsing walls, falling objects and flying glass as a result of the ground shaking, or people trying to move more than a few feet during the shaking.

- ii. In addition to the earthquakes there can be foreshocks and aftershocks that may occur before or after the earthquake event, respectively. The foreshock or aftershock events are smaller earthquakes that precede or follow the main earthquake causing further damage, destruction and injury.
- iii. If an earthquake should occur, all employees, visitors and citizens will be instructed to stay indoors.
 1. If indoors, take cover under sturdy furniture (i.e. desks, work tables), an interior wall away from windows or tall furniture or in a supported doorway. Do not run for the exit as the stairs may be broken or jammed with people.
 2. If outdoors, move to an open area away from any buildings, utility wires, trees etc.
 3. Find a safe place and move as little as possible until the shaking stops. Protect your eyes from flying or falling hazards by keeping your head down. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are more likely to be injured.
 4. After the shaking stops, check to see if you are hurt, then check the people around you. Move carefully and watch for things that may have fallen or broken, creating hazards. Be ready for possible aftershocks.
 5. If exiting the building after an earthquake event, use the stairs, not the elevators.

VIII. Elevators

a. Emergency Use

- i. Elevators are not commonly used for evacuation during emergencies. Only the Philadelphia Fire Department can utilize an elevator during an emergency. Elevator keys will be made available to the Fire Department by Building Management, Security or the Manager/Supervisor on duty.
- ii. It is never appropriate for employees or visitors to use the elevator during a fire emergency. When fires occur most elevators are designed to be recalled to a designated floor, normally the lobby or ground floor. In unusual circumstances an elevator malfunction may cause it to travel to the floor of that emergency, thus exposing employees to the fire or some other threat. Elevator shafts may also allow some smoke to enter the shaft and migrate towards the roof of the building. Any occupants of the elevator would be exposed.

b. Malfunction

- i. In the event that an elevator malfunctions and is occupied, the following procedure will be followed:

The occupants should follow the instructions posted in the elevator to communicate with Building Management or Security. In addition, occupants should not attempt to evacuate the elevator on their own. At no time should anyone who is not trained and authorized in rescue, attempt an extraction of any occupant in an elevator car.

1. Building Management will notify the elevator service company and the Philadelphia Fire Department. Details of the emergency should be given including the following:
 - a. Elevator car number and location;
 - b. The number of people in the elevator and if any have medical conditions or disabilities; and,
 - c. Status of elevator doors: open or closed.

IX. High Rise Buildings

High rise buildings have special circumstances during emergency situations.

a. Evacuation Planning

If an emergency in a high rise building is necessary, large numbers of people are required to travel great vertical distances on stairways in order to evacuate the building. The physical demands made on occupants often exceed their capabilities, which may lead to injury.

- i. Every high rise building in the City of Philadelphia must have an Emergency Evacuation Plan approved by the Philadelphia Fire Department. This ensures that the buildings are properly prepared to manage the evacuation of large numbers of people in a safe manner.
 1. Types of evacuation plans in use at City owned buildings include both full evacuation and partial evacuation plans. Below is a list of City owned high rise buildings:
 - a. City Hall – Full Evacuation
 - b. Municipal Services Building – Partial Evacuation
 - c. Criminal Justice Center – Partial Evacuation
 - d. One Parkway Building – Partial Evacuation
 2. Employees located in City leased buildings must follow the evacuation plan for their building, i.e. 1234 Market Street, Aramark Building, Land & Title Building, etc.

- ii. Employees should know the evacuation plan for their building and what to do in the event of an alarm. They should also know the location of each exit stairwell on their floor including primary and secondary exits.
- iii. Building Management (City managed or privately managed), Maintenance and Security personnel on all shifts must understand their responsibilities in the event of a fire or other type of emergency. All high-rise buildings in the City of Philadelphia are required to have an approved emergency evacuation plan.

b. Fire Protection

- i. The fire protection features required by building and fire code are essential to occupant safety. The features include:
 - 1. Maintained and inspected standpipes, fire alarm systems, and public address systems.
 - 2. Clearly marked, maintained and tested emergency power systems and fire department connections.
 - 3. Clearly marked exit doors and stairwells. Signs on each level in the stair tower indicating the floor designation, number of floors to exit and whether roof access is available.
 - 4. Corridors and aisles leading to exits clear of obstruction.
 - 5. Two (2) fire drills per year. Each fire drill will include: test of the fire alarm system and communication devices, test of emergency lighting, full/partial evacuation as applicable to practice occupant participation.

X. Alarm Systems

- a. All Departments, Agencies, Offices and Commissions shall include a description of the alarm system plan / procedure for each location where employees are present, as part of Attachment 1: Departmental Emergency Action Plan. The description will include the type of system in place, i.e. fire command system public address system, verbal announcements and a description, if applicable, of any programmable messages that will be used to alert occupants of emergency situations.

XI. Training

- a. All employees will be trained by their Manager/Supervisor, Safety Office, Training Office or the Floor Captain on the content included in the Emergency Action Plan as well as specific emergency plans or procedures for their respective locations.
- b. All employees must be trained and become familiar with the elements outlined within the Emergency Action Plan, including:
 - i. The existence, elements and guidance of the Emergency Action Plan;

- ii. Roles and responsibilities;
 - iii. Emergency escape routes and evacuation rallying points.
- c. Training will be conducted for:
 - i. All existing employees;
 - ii. All new employees;
 - iii. At the time of transfer or relocation to another facility or work area in the same facility for existing employees;
 - iv. Whenever an employee's responsibility or designation under this procedure has changed;
 - v. Whenever the Plan itself has changed or building conditions change;
 - vi. Annually

XII. Recordkeeping

- a. An up to date copy of the City of Philadelphia Emergency Action Plan including all appendices and attachments will be maintained by every Department, Agency, Office and Commission of the City.
- b. Records of employee training on the Emergency Action Plan and all appendices and attachments will be maintained for a period of five (5) years or according to the Departmental recordkeeping guidelines, whichever is longer.
- c. Training records will be maintained locally by the Department, Agency, Office and Commission.
- d. Records of all emergency preparedness drills and exercises shall be maintained for at least five (5) years.
 - i. Records of all emergency preparedness drills and exercises in City Hall, the Municipal Services Building, Criminal Justice Center and One Parkway Building will be maintained by Risk Management on behalf of the Department of Public Property, as their Safety Officer.

CITY OF PHILADELPHIA
**POSTING OF
EMERGENCY INFORMATION**

Department Name:

Location:

Gathering Point(s): (Designate Primary & Secondary)

Primary:

Secondary:

Area(s) of Refuge:

IMPORTANT CONTACT INFORMATION:

Philadelphia Police Department / Philadelphia Fire Department

(list the appropriate 911 call sequence: 911, 1-911, 9-911):

Building Management:

Phone number:

Primary City Management Representative:

Phone number:

Secondary City Management Representative:

Phone number:

Safety Officer:

Phone number:

For Bomb Threats: **DO NOT USE CELL PHONE**

Call 911 first, then call Police Bomb Disposal Unit - (215) 685-8013

THIS NOTICE MUST BE POSTED IN ALL DEPARTMENTS.

APPENDIX B: BOMB THREAT PROCEDURE

Attach City of Philadelphia Bomb Threat Procedure: Risk Management Division Directive P-7.

APPENDIX C: CITY OF PHILADELPHIA EMERGENCY FLOOD RESPONSE PLAN

Attach the City of Philadelphia Emergency Flood Response Plan.

APPENDIX D: CITY OF PHILADELPHIA FIRE CODE

TABLE F-405.2 148

FIRE AND EVACUATION DRILL

FREQUENCY AND PARTICIPATION

| GROUP OR OCCUPANCY | FREQUENCY | PARTICIPATION |
|---------------------------|---|----------------------|
| Group A | Quarterly | Employees |
| Group B c | Annually | Employees |
| Group E | Monthly | All occupants |
| Group I | Quarterly on each shift | Employees |
| Group R-1 | Quarterly on each shift | Employees |
| Group R-2 | Four annually | All occupants |
| Group R-4 | [Quarterly] Semi-annually on each shift | Employees |
| High Rise Buildings | Annually | Employees |

Definitions of Occupancy

A-1 Assembly uses, usually with fixed seating, intended for the production and viewing of performing arts or motion pictures including but not limited to: Motion picture theaters, Symphony and concert halls, television and radio studios admitting an audience, Theaters.

A-2 Assembly uses intended for food and/or drink consumption including, but not limited to: Banquet halls, Night clubs, Restaurants Taverns and bars.

A-3 Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A, including, but not limited to: Amusement arcades, Art galleries, Bowling alleys, Churches, Community halls, Courtrooms, Dance halls (not including food or drink consumption), Exhibition halls, Funeral parlors, Gymnasiums (without spectator seating), Indoor swimming pools (without spectator seating), Indoor tennis courts (without spectator seating), Lecture halls, Libraries, Museums, Waiting areas in transportation terminals, Pool and billiard parlors.

A-4 Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to: Arenas, Skating rinks, Swimming pools, Tennis courts

A-5 Assembly uses intended for participation in or viewing outdoor activities including, but not limited to: Amusement park structures Bleachers, Grandstands, Stadiums

Business Group B. Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following: Airport traffic control towers, Animal hospitals, kennels, pounds, Banks, Barber and beauty shops, Car wash, Civic administration, Clinic—outpatient, Dry cleaning and laundries; pick-up and delivery stations, and self-service Educational occupancies above the 12th grade, Electronic data processing, Laboratories; testing and research, Motor vehicle showrooms, Post offices, Print shops, Professional services (architects, attorneys, dentists, physicians, engineers, etc.); Radio and television stations, Telephone exchanges.

Educational Group E. Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Religious educational rooms and religious auditoriums, which are accessory to churches in accordance with Section 302.2 and have occupant loads of less than 100, shall be classified as Group A-3 occupancies. Day care: The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 2½ years of age shall be classified as an E occupancy.

Institutional Group I. Institutional Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which people, cared for or living in a supervised environment and having physical limitations because of health or age, are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies shall be classified as Group I-1, I-2, I-3 or I-4.

Group I-1. This occupancy shall include buildings, structures or parts thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff. This group shall include, but not be limited to, the following: Alcohol and drug centers, Assisted living facilities, Congregate care facilities, Convalescent facilities, Group homes, Half-way houses, Residential board and care facilities Social rehabilitation facilities. A facility such as the above with five or fewer persons shall be classified as Group R-3 or shall comply with the *International Residential Code*. A facility such as above, housing at least six and not more than 16 persons, shall be classified as Group R-4.

Group I-2. This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis of more than five persons who are not capable of self-preservation. This group shall include, but not be limited to, the following: Hospitals, Nursing homes (both intermediate care facilities and skilled nursing facilities); Mental hospitals, Detoxification facilities. A facility such as the above with five or fewer persons shall be classified as Group R-3 or shall comply with the *International Residential Code*. A child care facility which provides care on a 24-hour basis to more than five children 2½ years of age or less shall be classified as Group I-2.

Group I-3. This occupancy shall include buildings and structures which are inhabited by more than five persons who are under restraint or security. An I-3 facility is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant control. This group shall include, but not be limited to, the following: Correctional centers, Detention centers, Jails, Prerelease centers, Prisons, Reformatories. Buildings of Group I-3 shall be classified as one of the occupancy conditions indicated in Sections 308.4.1 through 308.4.5 (see Section 408.1) of the *International Building Code*.

Condition 1. This occupancy condition shall include buildings in which free movement is allowed from sleeping areas and other spaces where access or occupancy is permitted, to the exterior via means of egress without restraint. A Condition 1 facility is permitted to be constructed as Group R.

Condition 2. This occupancy condition shall include buildings in which free movement is allowed from sleeping areas and any other occupied smoke compartment to one or more other smoke compartments. Egress to the exterior is impeded by locked exits.

Condition 3. This occupancy condition shall include buildings in which free movement is allowed within individual smoke compartments, such as within a residential unit comprised of individual sleeping units and group activity spaces, here egress is impeded by remote-controlled release of means of egress from such smoke compartment to another smoke compartment.

Condition 4. This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Remote-controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

Condition 5. This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Staff-controlled manual release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

Group I-4, Day Care Facilities. This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood marriage, or adoption, and in a place other than the home of the person cared for. A facility such as the above with five or fewer persons shall be classified as Group R-3 or shall comply with the *International Residential Code*. Places of worship during religious functions are not included.

Adult Care facility. A facility that provides accommodations for less than 24 hours for more than five unrelated adults and provides supervision and personal care services shall be classified as Group I-4.

Exception: Where the occupants are capable of responding to an emergency situation without physical assistance from the staff the facility shall be classified as Group A-3.

Child Care facility. A facility that provides supervision and personal care on less than a 24-hour basis for more than five children 2½ years of age or less shall be classified as Group I-4.

Exception: A child day care facility which provides care for more than five but no more than 100 children 2½ years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

Residential Group R. Residential Group R includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classed as Institutional Group I. Residential occupancies shall include the following: **R-1** Residential occupancies where the occupants are primarily transient in nature including: Boarding houses (transient), Hotels (transient), Motels (transient).

R-2 Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including: Apartment houses, Boarding houses (not transient), Convents, Dormitories, Fraternities and sororities, Hotels (non-transient), Monasteries, Motels (non-transient), Vacation timeshare properties,

R-3 Residential occupancies where the occupancies are primarily permanent in nature and not classified as R-1, R-2, or I and where buildings do not contain more than two dwelling units, or adult and child care facilities that provide accommodations for five or fewer persons of any age for less than 24-hours. Adult and child care facilities that are within a single-family home are permitted to comply with the *International Residential Code*.

R-4 Residential occupancies shall include buildings arranged for occupancy as Residential Care/Assisted Living Facilities including more than five but not more than 16 occupants. Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3 except for the height and area limitations provided in Section 503 of the *International Building Code* or shall comply with the *International Residential Code*.

ATTACHMENT 1: DEPARTMENTAL EMERGENCY ACTION PLAN

Attach the Departmental Specific Emergency Action Plan.