



Title: **Emergency Action Plan for All City Facilities**

Purpose: This Emergency Action Plan provides detailed procedures that must be followed to prepare, communicate and properly respond to emergency situations including, fire, hazardous chemical release, weather events, earthquakes, utility failures, threat of lethal violence, and elevator malfunctions.

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 owned or leased 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.

Application: This Emergency Action Plan is to be used in its entirety at all City owned or managed facilities. All Departments, Agencies, Offices and Commissions of the City of Philadelphia are to develop building specific plans to augment this Emergency Action Plan.

Leased facilities must obtain and abide by the Building Management plan specific to that building, in conjunction with this Emergency Action Plan. The Building Management plan must at a minimum meet the criteria set forth in this Emergency Action Plan. If a site specific building plan is absent, this Plan will be used in its entirety.

Site specific plans for City Hall and the Triplex (One Parkway Building, Criminal Justice Center, Municipal Services Building) will be developed and implemented by the Department of Public Property and Risk Management. The Plans will be communicated to all buildings tenants.

Other multi-department occupied facilities must coordinate development of their site specific plan with Building Management or the Department of Public Property.

Site specific plans for single tenant facilities will be developed, implemented and communicated by the Department, Agency, Office or Commission.

All site specific Emergency Action Plans must be submitted to Risk Management for review and approval. Each Department is responsible for submitting an updated site specific Emergency Action Plan to Risk Management for review and approval whenever there are physical changes to the building, relocation of occupants to a new or existing location, or a change in operations impacts the building.

Attached: Emergency Action Plan for all City Facilities