City of Philadelphia
Department of Public Property
Procedures

Department Site Specific Procedure for the

Emergency Action Plan

Table of Contents

I. **Policy/Program**

II. **Responsibilities**

III. **Department Specific Emergency Information**

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. Municipal Services Building; 1401 J.F.K. Boulevard

1. Tenants include:

a. Records Department – Central Duplicating Unit
b. Department of Licenses & Inspections
c. Department of Revenue / Water Revenue
d. Procurement Department
e. Office of Human Resources
f. Office of Information Technology
g. Department of Public Health
h. City Treasurer
i. Streets Department
j. Office of Finance
k. Managing Director's Office
l. City Controller's Office
m. Civil Service Commission
n. Philly Rising

II. Responsibilities

a. Safety Officer is responsible for:

i. Ensuring that employees that occupy the Municipal Services Building 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 the Municipal Services Building 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: 11/21/2011

Department Name: Department of Public Property (Owner) U.S. Facilities (Building Manager)
Department Location (Facility Name / Address): Municipal Services Building; 1401 J.F.K. Boulevard

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). **US Facilities Building Management**
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. Building Management, Maintenance Staff and other designated personnel will be responsible for shutting off the HVAC system for the building and closing doors and windows to prevent contaminants from entering the building.** **c. Shelter in Place Criteria** **i. Shelter in Place locations in the Municipal Services Building should include the**

following criteria:

1. **Room(s) large enough to accommodate department personnel [approximately 10 sq/ft person].**
2. **Preferably an interior room or hallway gathering point 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 in place.**

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 shutting the windows and doors in their office areas, conference rooms, lunch rooms, and break rooms during a Shelter in Place emergency.**

      ii. **The U.S. Facilities Building Management and Maintenance Staff is responsible for shutting down all heating, ventilation and air conditioning systems in the Municipal Services Building.**

3. **Communication**

   a. **Building Management 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.**

   b. **Occupying Departments are responsible for communicating the Shelter in Place procedure to visitors during the emergency.**

   c. **Building Management and Security Staff will communicate the need for executing the Shelter in Place plan to all visitors and citizens located in public areas of the Municipal Services Building.**

   d. **The "All Clear" will only be given by the Philadelphia Fire Department or Office Emergency Management.**

4. **Building Security**

   a. **Building Management and Security Staff will be responsible for closing the exterior doors in the entrances, Concourse and loading dock area of the Municipal Services Building.**

   b. **The Security team will communicate the need to execute the Shelter in Place plan to all incoming visitors.**

      i. **Visitors will be relocated from public areas and the Concourse to locations where they were scheduled to visit.**

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.
The posted evacuation list for those with special needs is located at all security booths and the Building Management Office. This list will be given to Emergency Responders and/or the Philadelphia Fire Department upon an emergency. This list is updated periodically.

Plan to handle and account for visitors to the facility.
Provide the plan for handling visitors.

All visitors to the Municipal Services Building are required to sign in at the Security desk in the Lobby. In the event of an emergency the floor visited will take responsibility for their visitors to make sure the visitor adheres to the emergency instructions.

Visitors in the Concourse area of MSB will be escorted by Security to a safe location.

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 or outside the Municipal Services Building, Building Management must be notified immediately. Once notified, Building Management will notify the Maintenance Staff, the Department of Public Property and the DPP Safety Officer for guidance on notification and proper clean up of the spill. The Safety Officer in conjunction with Building Management will determine 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.

The Municipal Services Building has an emergency evacuation plan approved by the Philadelphia Fire Department. The evacuation plan for the Municipal Services Building is a partial evacuation. When an emergency has been identified, the affected floor as well as the floors above and below that floor are instructed by the automated alarm message to move to the stair tower and await further instruction. All other floors are instructed by the automated alarm system to standby and await further instruction.
Information, if/when available, will be provided via the public address system on a periodic basis. However, all occupants and visitors are expected to adhere to the messages relayed by the alarm system.

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 the Municipal Services Building 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.

- List rally points for the location listed above.
The primary rally point for the Municipal Services Building during an emergency is LOVE Park. The secondary rally point for the Municipal Services Building is the City Hall apron. If instructed to evacuate the building, all occupants and visitors shall evacuate the building through the nearest exit and assemble in the location in LOVE Park pre-determined by their respective Department.

- Attach floor plans and/or layouts indicating the evacuation routes and rally points.
Please see the attached Approved Fire Evacuation Plan

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

The Municipal Services Building 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 Building Management and the Department of Public Property. Notification to tenants will be made in advance indicating the date of the drill only.

The Municipal Services Building 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 Building Management and 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.
Please see the attached Approved Fire Evacuation Plan.