



FACILITY EMERGENCY ACTION PLAN

Health Department

Herbert K Abrams Public Health Center

3950 S Country Club Rd.

Annual Review Date:

07/01/2021

Coordinator: Joey Schwanz

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I. OBJECTIVE

The objective of the **Abrams Public Health Center** Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard 29 CFR 1910.38; the 2012 version of the International Fire Code, Sections 404-406; and the Pima County Administrative Procedure #30-26 to prepare and guide employees when dealing with emergency situations. This plan is designed to minimize injury and loss of human life and Pima County resources by training employees, procuring and maintaining necessary equipment and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **Abrams Public Health Center - 3950 S Country Club Rd.**

II. IDENTIFIED HAZARDS – Possible Hazards that Abrams Public Health Center can experience.

- A. Fires
- B. Flowing Water
- C. Odors/Smoke-from HVAC system
- D. Smoke
- E. Suspect Hazardous Materials/Suspicious Packages
- F. Bomb Threat
- G. Work place Violence “Out of control persons posing danger to Employees on Floors or Buildings, Or the public “Violent Group” - demonstration during Board of Supervisors meetings/other meetings.
- H. Active Shooter

See page 8-10 “Other Related Information” for actions to take to mitigate identified Hazards

III. MEANS TO ALERT PEOPLE-

- a. **Automatic Fire Alarm system** – will broadcast loudly with audible sound and visible strobe light when smoke or heat is detected.
- b. **Shortel Phone with Mitel System- T.B.A.**
- c. **Email Blast- Utilized during partial Lockdowns or full Lockdowns.**
- d. **Staff** - Any Staff member observing a visible fire will immediately activate the closest fire pull station and evacuate the building. If any employee is in doubt that an emergency exists the situation will be reported to the Person-in-Charge, and that person will verbally or through Shortel notify the public and rest of staff if evacuation is needed. **Loss of Utilities and health hazard-** Health hazard, power outage, loss of water, utilities, HVAC system failure) if personnel are instructed to evacuate the building until the issue can be addressed do so immediately. Supervisors will contact employees with additional instructions as updates/information becomes available.

- e. **“Area Evacuated” Door Signs.** The Floor Emergency Evacuation Coordinators will place a yellow or brightly colored card “Area Evacuated” sign on all stairwell doors, and across from the elevator banks after the floor has been evacuated using tabs supplied on the card or a page protector secured to the wall across from elevators. If special needs personnel are not evacuated do **not** place the signs on the doors. Doors will be closed but **NOT** locked. (See Appendix G)

GENERAL EVACUATION PROCEDURES

At the sound of the alarm, all personnel and the public if applicable will proceed to the nearest exit route out of the building. Personnel will **NOT** use the elevators to exit the building unless instructed to do so by first responders.

- Before exiting their floor the Floor Emergency Evacuation Coordinators will place the floor evacuated hangar cards on stairwell entry doors and across from elevator banks unless personnel or special needs individuals are still occupying the floor.
- Do not take time to shut down computers. Evacuate the building immediately.
- Staff should evacuate to the designated safe area/Rally Points at the south side of the Medical Examiner’s Office or the eastern most lot of UMC Banner South. Acquire the daily staff and/or page schedule as you exit for personnel and guest accountability if applicable.
- No person shall re-enter the building until authorized by Facilities Management.
- Call 9-911. Be prepared to provide the following information:
 - 1) Nature of the emergency (Example: There is a fire on Floor #3)
 - 2) Your name
 - 3) This is: Abrams Public Health Center - Floor # _____
 - 4) 3950 S Country Club /Corner of Ajo and Country Club Rd
 - 5) Located in Tucson city limits.
 - 6) In-charge person’s cell phone# - 520-548-3609 – Joey Schwanz
 - 7) This is an operating public building, evacuation is in progress.
 - 8) Do not hang up until told to do so by 911 Operator.
- What alerted you of the possibility of a public safety threat?
- Account for all staff.

IV. **NOTIFICATIONS** - The following list of people will be notified in the following order in the event of an emergency.

- 911 Emergency Dispatch
- VETSEC (520- 528-0734)
- Tony Cisneros (520-419-0657)
- Lisa Josker (520-419-0475)
- Joey Schwanz 520-724-7738, cell 520-548-3609
- Vincent Tracey (520-724-4475)

- Bill Cherry (520-279-8706)
- Communicate with emergency personnel and follow their instructions.
- For list of employees: see Appendix A "Contact List"

V. **CONTROL SYSTEMS/CRITICAL OPERATIONS** – The following control systems are critical to the facility.

- a. HVAC
- b. Telecommunications, phones

ASSIGNMENT OF RESPONSIBILITY – – The following list describes assigned duties in the event of an emergency.

A. Employees – are to immediately evacuate to the designated outside Rally Point **DO NOT** leave Rally Point until officially released. **(See Appendix F)**

IF YOU SEE SMOKE, FIRE, OR SMELL SOMETHING BURNING OUTSIDE OF YOUR WORK AREA:

- Check the exterior of the door leading out of your area to see if it is hot to the touch, if not hot open carefully and check for smoke. Proceed to the nearest exit, activate fire alarm system, and exit the building.
- If the door is hot or if heavy smoke is present upon opening the door, close the door. Call 9-1-1 and notify the fire dispatcher that you are unable to exit your work area with location and floor. Seal openings around the door and air vents. Remain calm; your safest location is in your work area or a stairwell with fire rated doors.

B. Supervisors – Leave the building go immediately to the outside designated rally point. Assist with accountability/attendance/calls of employees at the Rally Point.

C. Building Coordinators - Lime Green Vest

- Retrieve your assigned emergency gear to include vest and clipboard.
- Ensure all floors have been evacuated by retrieving the Floor Emergency Evacuation checklists for Floors 1-4 from Floor Evacuation Coordinators at a predetermined outside location that should be marked on your map. **(See Appendix F for Maps)**
- Using the completed Emergency Evacuation Checklists brief the incident Commander or First Responders on the status of the evacuation and location Of any special needs individuals that are still in the building if applicable.
- Ensure a call has been made to First Responders dial 911 from any county phone or cell phone.
- Coordinate with Facilities Maintenance (419-0657) 24 hours and Office of Emergency Management (724-9301) 24 hours if applicable or necessary.

- Proceed to the Rally Point at the South side of the Medical Examiner's office or Eastern most lot of UMC Banner South.
- Assist with accountability of employees by meeting with Emergency Evacuation Coordinators, Supervisors and building occupants at the Rally Point.
- When authorized by Facilities Management, notify occupants when re-entry to the building is permitted.
 - **Building** Evacuation Coordinators will convene an after action review meeting with Emergency Evacuation Floor Coordinators and Emergency Management Evacuation Coordinator within 24 hours after the conclusion of the incident or drill to discuss issues or concerns and how to make future evacuations more efficient. A copy of the meeting minutes' will be sent via email or hard copy to Evacuation Coordinator **no later than 5 business days after the incident or drill with completed evacuation checklists.**

D. Floor Evacuation Coordinators

- Put on Orange reflective vest, retrieve clipboard with emergency evacuation checklists.
- Complete floor evacuation checklist and deliver to the Building Emergency Evacuation Coordinator on exiting the building at a pre-designated place or at the Rally Point.
- Assist employees and the public to the nearest emergency exit.
- Direct disabled customers to the nearest exit, or Designated Safe Refuge If they are unable to descend the stairwell safely. Place Door Hanger on Inside of Stairwell Door.
- Emergency Evacuation Coordinators are **not** responsible for guiding Customer's to the Rally Points at the South side of the Medical Examiner's office or Eastern most lot of UMC Banner South.
- Facilities Management Personnel, Building Evacuation Coordinator or Security will inform employees and customers when re-entry back into the Building is permitted.
- Assist with checking employee ID badges for re-entry into the building.
NOTE: Only those individuals with Pima County issued ID badges will be allowed initial re-entry into the building. Employees without employee ID badges will be permitted to re-enter with the public. Under certain instances Tenant organizations inhabiting Pima County Buildings can provide security with an alphabetized personnel roster authorizing their employee's re-entry with a photo ID.

E. SECURITY PERSONNEL WILL:

- Work with Emergency Floor Evacuation Coordinators to alert occupants that An evacuation is in progress.
- Notify occupants that evacuation is mandatory when The fire alarm is sounding. Occupants should be directed to Nearest emergency exit.
- Direct disabled customers to safe exit routes or Safe Refuge locations.
- Work with the Floor Coordinators and assure that all doors and windows are Closed but “NOT” locked.
- Evacuate the building
- Ensure all exits/entry ways into the building are monitored to include parking Garages if applicable. Secure entries to prevent individuals from Re-entering the building before the all clear has been given from Facilities Management.
- First Responders and Facilities Management staff may access the building at Their own discretion.
- After Facilities Management has determined the building is safe to re-occupy, The direction will be given to Security Personnel and or Evacuation Coordinators, Security Personnel (when applicable) will screen employees for a Valid Pima County issued ID. Only Pima County personnel with a current Pima County identification may re-enter Pima County Facilities at this stage.
- When the Building Manager has received verification from Floor Evacuation Coordinators that offices are manned; Security Personnel will permit the Public and employees without their Pima County to re-enter Pima County facilities.

VI. **DIRECTIONS FOR EVACUATION**– For evacuations, staff will meet at to the South side of the Medical Examiner’s office or Eastern most lot of UMC Banner South **(See Appendix F)**

VII. **SPECIAL NEEDS SITUATIONS** – Special needs individuals will be placed in area or room adjacent to a stairwell or to a marked safe refuge area as soon as possible upon notice of an evacuation. Floor Evacuation Coordinators will document the location of special needs individuals unable to evacuate the building on the emergency evacuation checklist.

VIII. **SAFE LOCATIONS** – The Safe Refuge Locations or Special Needs areas are marked and are located :

- a. **Inside** – best locations is at stairwell landing but not to impede flow of traffic.
- b. **Outside** – South side of the Medical Examiner’s office or Eastern most lot of UMC Banner South. **(See Appendix B and F)**

IX. **ACCOUNTABILITY PROCEDURES** –

- a. Department Supervisors or a designated representative will take the Roster and/or Daily Schedule if applicable to the designated Rally Point to start the accountability process and phone calls to absent employees if necessary.
- b. The Building Evacuation Coordinator will collect all Floor Evacuation checklists at the discharge point or at a pre-designated location outside of the building or at the Rally Points to get accountability of guests and employees that remain inside the building.
- c. Emergency Evacuation Coordinators will run the emergency evacuation checklist for their floor ensuring all individuals have evacuated. They will mark any special needs individual's names, contact numbers, location and individuals that refuse to evacuate if applicable on the checklist. Floor Evacuation Coordinators will give the completed checklist to the "Building" Evacuation Coordinator upon exiting the building at a pre-designated location or at the Rally Point.

X. **RE-ENTRY or RELOCATION PROCEDURES** – Facilities Management will authorize re-entry into the building by notifying Vet Sec Officer, when applicable; to then inform the Building Evacuation Coordinator; who will notify the Floor Evacuation Coordinators and Employees. Upon notification that the building is safe to re-occupy only Pima County personnel with a valid Pima County identification will be allowed to re-enter the building during this phase. Any Pima County personnel that do not have their badge will re-enter the building with the public. When notification from the Floor Emergency Evacuation Coordinators that employees have re-occupied their work areas Security Personnel if applicable or Floor Evacuation Coordinators will permit members of the public to re-enter the facility.

****If there has been more than a substernal amount of time waiting at the Rally Point (25 minutes), and no information on re-entry into the building, then it is up to the department director, deputy director or manager to determine if the contingency plan will be set in motion.***

XI. LOCKDOWN PROCEDURES

Given when an incident or situation calls for a specific floor or building to be secured.

Director, Deputy Director, and Floor Coordinator Responsibilities.

- Signal with Announcement with Shortel or Email Blast that a LOCKDOWN IS IN PLACE. (CALL 911 if Necessary).*
- Ensure Vet Sec have been notified or that there has been communication.*
- Monitor situation and communicate with Directors and Supervisors.*
- Activate ALL CLEAR with Shortel when resolved.*

FACILITY MANAGEMENT RESPONSIBILITY

- Close and lock building exterior doors*

FACULTY/STAFF RESPONSIBILITIES

- Staff are to be cleared from the hallways and window areas if necessary, immediately and move to the middle areas.*
- Assist those needing special assistance.*
- Close and lock office doors and windows.*
- Direct staff to the floor if gunshots or explosions are heard.*
- Turn off lights.*
- Stay away from doors and windows out of the line of sight.*
- BE QUIET.*
- Silence cell phones.*
- Be prepared to remain in lockdown for extended period.*
- Wait for further direction from emergency personnel, or Director*
- Do not attempt to leave a safe area until given ALL CLEAR by police officials or Directors.*

XII. TRAINING PROCESS for EVACUATIONS AND LOCKDOWNS.

Facilities management will provide training to all Building Evacuation Coordinators, Floor Evacuation Coordinators, and Staff upon request as per procedures and code.

- All department Supervisors/Department Benefits Representatives will require new hire personnel to review the department Facilities Emergency Action Plan as part of the onboarding process, with training.
- Abrams Public Health Center will stage a practice Evacuation and Lockdown on an annual basis or as directed by Pima County Emergency Management/Evacuation.
- An after action review (AAR) meeting will take place preferably within 3 days after the Drill/Emergency has ended. The following individuals will attend: Building Evacuation Coordinator, Vet Sec Director, Floor Evacuation Coordinators and the Emergency representative from Facilities Management if applicable to review evacuation procedures identifying any issues that occurred during the evacuation and how to make the evacuation plan more efficient. **A written After Action Report from the Building Evacuation Coordinator will be sent to the Facilities Management Evacuation Coordinator in hard copy or via email with the findings within 5 business days with emergency evacuation checklists. See Appendix E PG. 15 for AAR Form.**

XIII. FORMS, CHECKLISTS, ETC. – Any checklists or forms that are part of the Evacuation Program, Material Safety Data Sheets (MSDS), telephone numbers, guides, etc.

- 1) Area Evacuated / Do Not Enter Sign
- 2) Emergency Evacuation Checklist (see Appendix C)
- 3) Evacuation Guide for the Administration East Building (see Appendix F)
- 4) Building Evacuation Coordinator Form (see Appendix B)
- 5) After Action Review checklist Form (see Appendix E)
- 6) Area Evacuated Door Hangar Sign (see Appendix G)

XIV. OTHER RELATED INFORMATION –

- **Emergency Action Plans** and contact information/sheets of Emergency Evacuation Coordinators for all applicable departments will be posted in conspicuous locations such as break rooms so that this information is available for review by employees.
- **Actions to take to mitigate identified Hazards:**
 - Fire**
 1. Use portable extinguishers to extinguish if applicable to clear a path to the nearest emergency exit.
 2. Initiate evacuation by pulling the fire alarm
 3. Dial 911 to alert first responders
 4. Exit the building using nearest emergency exit
 5. Alert upper level management
 6. Proceed to the emergency “Outside Rally Point”
 7. Ensure you are accounted for at the “Outside Rally Point”

Odors or Smoke from HVAC System

1. Call Facilities Maintenance for odors (520-724-3085)
2. If smoke **is visible** call 911 and pull Fire alarm handle to initiate the evacuation of the building.

Suspect Hazardous Materials/Suspicious Package/Keep Log of All Packages being delivered.

1. Do not disturb package or item
2. Notify immediate supervisor
3. Secure area call security (520-724-8295) or 911
4. Evacuate the building if directed by law enforcement

Flowing Water

1. Call Facilities Maintenance (520-724-3085)

Bomb Threat “Telephone”

Do not hang up remain calm dial 911 when possible
Prolong the conversation record as much information as Possible “take notes”:

1. Background noises if any
2. Voice accent if any
3. Gender M/F
4. Age
5. Unusual phrases
6. Familiarity of the building
7. Bomb location
8. Does the caller use a person’s name?
9. Notify your Supervisor immediately
10. Standby for further instructions evacuate when instructed to do so using identified evacuation routes to the specified Rally Point

Work place Violence “Out of control persons posing danger to Employee’s or the Public”

1. Notify (Code Word) your Supervisor or Department Manager as soon as possible
2. Attempt to keep personnel and visitors out of the area
3. Call 911

Active Shooter

1. Exit the building as soon as practical and move to a safe area away from building or area
2. Call 911 after moving to a safe location
3. Give a detailed description of the shooters physical characteristics, clothing and physical location if possible after moving to a safe location
4. Immediately notify supervisor or Director after moving to a safe location.
5. Compile notes on what transpired as soon as practical to aid in investigation
6. Obtain a fire extinguisher if possible to use as a weapon, barricade in place if unable to vacate the building using solid objects between the individual and shooter.
7. If confronted by the active shooter physically confront the shooter aggressively by any means possible to ensure personal safety and survivability.
8. If attempting to exit the building with law enforcement on scene do not take any personal items with you, raise open hands palms out above your head and immediately comply with all instructions from law enforcement.
9. Keep employees and the public out of the area.

All Forms that are in the Appendices are available upon Request. If you need interior maps or help with exterior maps for your rally points please contact the Emergency Management and Evacuation Program Coordinator 724-4470 for any assistance.

Appendix A

Information for Abrams Public Health Center Building/Floor Coordinators

Position	Name	Location	Phone	E-mail
Building Evacuation Coordinator	Joey Schwanz	1 st Fl	724-7738	Joey.Schwanz@pima.gov
Alternate Building Evac Coordinator	Ricardo Munoz	1 st Fl	724-7729	Ricardo.munoz@pima.gov
PCHD – Vital Records 1220	Michael Schlueter Luana Pallanes Nereida Maldonado	1 st Fl	724-7729 724-7916 724-7919	Michael.Schlueter@pima.gov Luana.palanes@pima.gov Nereida.Maldonado@pima.gov
PCHD - WIC 1245	Ricardo Munoz Brooke Baloo	1 st Fl	724-7955 724-7727	Ricardo.munoz@pima.gov Brooke.Baloo@pima.gov
Banner – Family Medicine Clinic 130/140	Gina Baker Angela Taylor Misha Kurko Marc Kelly	1 st Fl	874-4802 874-4711 874-3091 874-6473	Gina.Baker@Bannerhealth.com Angela.taylor@bannerhealth.com Mykhaylo.Kurko@bannerhealth.com Marc.Kelly@bannerhealth.com
PCHD - CHFS 2300 - 2400	Leticia Armendariz Alyssa Martinez Neosha Kirk	2 nd Fl	724-7726 724-7947 724-7883	Leticia.Armendariz@pima.gov Alyssa.Martinez@pima.gov Neosha.Kirk@pima.gov
PCHD – SIT 2380-2399	Bonnie Schmidt Matthew Rash Allison Riggle	2nd Fl	724-7985 724-7914 724-7942	Bonnie.Schmidt@pima.gov Matthew.Rash@pima.gov Allison.Riggle@pima.gov
PCHD – TCDP/REACH 2330-2340s	Sam Chia Natalia Molina Matthew Mellor	2 nd Fl	724-7940 724-7512 724-7757	Sam.Chia@pima.gov Natalia.Molina@pima.gov Matthew.Mellor@pima.gov
U of A College of Medicine Ste 200 2242	Jolene Snover Regina Warren Melody Ayon Mary Gosciminski Lauren Wright	2 nd Fl	626-1822 626-6376 626-1859 874-2995 626-6376	jsnover@surgery.arizona.edu rwarren@deptofmed.arizona.edu Melody.ayon@bannerhealth.com Mary.Gosciminski@bannerhealth.com Lauren.Wright@bannerhealth.com
Pima County Behavior Health 3240	Angela Gomez Mathew Wells Sylvia Molina	3 rd Fl	724-7516 724-7834 724-8211	Angela.Gomez@pima.gov Mathew.Wells@pima.gov Sylvia.Molina@pima.gov
PCHD- WIC/Clinical Services Ste 3420	Sherrie Jameson Cynthia Poma Shalisha Jones	3 rd Fl	724-7720 724-7720 724-7655	Sherrie.Jameson@pima.gov Cynthia.Poma@pima.gov Shalisha.Jones@pima.gov
UA Collaboratory Ste 330, Rm 3310	Nicole Bergier Karen Dickeson Angela Yung Rosi Vogel	3 rd Fl	626-2639 626-2639 626-8316 626-1609	nbergier@email.arizona.edu kdickeson@email.arizona.edu ayung@email.arizona.edu rosimvogel@email.arizona.edu
Pima County Office of Children’s Counsel 370	Angelica Lopez Anna Rice	3 rd Fl	724-2841 724-2825	Angelica.Lopez@pima.gov Anna.Rice@pima.gov
Pima County Mental Health Defenders 360/3460	Kathleen O’Brien Terika Sarabia	3 rd Fl	724-2889 724-2895	Kathleen.O’Brien@pima.gov Terika.Sarabia@pima.gov

PCHD Communications 3210	Kat Davis Jennifer Wagner Mark Koskiniemi	3 rd Fl	724-3916 724-7837 724-4644	Kat.Davis@pima.gov Jen.Wagner@pima.gov Mark.Koskiniemi@pima.gov
Accelerate Diagnostics 470	Laura Pierson Dennis Ryan Karrie Sheffield	4 th Fl	365-3110 365-3286 365-3134	lpierson@axdx.com dryan@axdx.com ksheffield@axdx.com

APPENDIX B

PRE-DETERMINED ASSEMBLY AREA:

OUTSIDE RALLY POINT:

- 1. County Entities, Accelerate Diagnostic, UA Collaboratory: South of the Medical Examiners Office (Gravel area near building) –**
- 2. UA College of Medicine: North of TB Clinic**
- 3. UA Sports Medicine- west main entry: Office of Children’s Counsel, Banner Family Medicine/Endo Clinic**

Abrams Evacuation Rally Points



POST IN A CONSPICUOUS LOCATION

Appendix C

Emergency Evacuation Checklist

Date _____

Floor Coordinator: _____

Break Room and Patio:

Cleared Not Cleared Reason _____

Staff Office area (incl. Manager's office):

Cleared Not Cleared Reason _____

Computing areas (open floor and room):

Cleared Not Cleared Reason _____

Conference Room:

Cleared Not Cleared Reason _____

Closets:

Cleared Not Cleared Reason _____

Storerooms:

Cleared Not Cleared Reason _____

Bathrooms:

Cleared Not Cleared Reason _____

Special Needs Persons: NAME PHONE#

	<u>Quantity</u>	<u>Location</u>	<u>Name</u>	<u>Phone</u>
<input type="checkbox"/> Wheel Chair:				
<input type="checkbox"/> Walker:				
<input type="checkbox"/> Motorized Chair:				
<input type="checkbox"/> Crutches				
<input type="checkbox"/> Other				

People who refused to leave (Name & Location):

Give completed form to the Building Evacuation Coordinator

APPENDIX D

Contact List

Name	Home/Cell
Tony Cisneros (Facilities Management)	(520)419-0657
Facilities Management	(520)724-3085
Emergency Evacuation Coordinator	(520-279-8706)
Jim Faas (Risk Management)	(520-724-3078 (Cell)
Joel Kramer (Risk Management)	(520)279-8706 (Cell)
Joey Schwanz (Facilities)	(520) 548-3609 (Cell)

Abrams Public Health Center	
Emergency Contacts	
Name	Contact Number Here
Joey Schwanz	520-548-3609 / 520-724-7738
VetSec Security	520-724-7957
Pima County Facilities Management	520-724-3085

APPENDIX E: After Action Review (AAR)

Report of Alarm Activation/Emergency Evacuation Actual/Drill

Name of Person(s) conducting Egress Actual or Drill: _____

Building Name/Address: _____

Date/Time of Activation: _____

Notification Method used and did the Automated Alarm operate properly: Yes No

Names of Emergency Coordinator Staff on duty and participating: _____

Abrams Public Health Center

Number of Occupants Evacuated: _____

Special conditions simulated during the Exercise: _____

Weather Conditions during Event: _____

Total time required to complete evacuation:

Problems encountered during the evacuation: _____

Recommendations for improvement:

Building Coordinator Printed Name: _____ Date: _____

Building Evacuation Coordinator Signature:

Appendix F

Abrams Evacuation Rally Points



Abrams Evacuation Reentry Points



ASppendix G: Area Evacuated Door Hangar



Abrams Public Health Center

Roster for Emergency Action Procedures

PRINTED NAME	EMPLOYEE ID	Dept.	SIGNATURE	DATE	Phone