

**Polk County Wisconsin**

**DEPARTMENTAL EMERGENCY/FIRE PREVENTION**

**Policy 501.D**

**Effective Date: 07-17-01**

**Current Revision Date: 3-11-08**

**PURPOSE**

Emergency conditions that seriously threaten the safety of our employees may require the implementation of emergency procedures. This policy has been written to comply with 29 CFR 1910.38: the Emergency Evacuation and Fire Prevention Standard. This policy includes the following basic elements:

**Emergency Evacuation**

1. Escape procedures and escape routes
2. Procedure to account for all personnel
3. Rescue and medical duties assignment
4. Means of reporting fires and emergencies
5. Identification of responsible persons

**SCOPE**

This policy will apply to all employees, visitors and contractors within the County buildings.

**REPORTING FIRES AND EMERGENCIES**

Any employee who discovers a fire shall immediately pull the fire alarm or complete an all building page and report the emergency by calling 911, who will notify the local Fire Department and the County Sheriff or designee.

**AUTHORITY TO ORDER AN EVACUATION**

The authority to order an evacuation is assigned to the County Sheriff who shall designate authority to a primary Building Fire Coordinator and an alternate person for each building. The order to clear an evacuation and to return to normal duties and work areas also rests with those individuals.

**FACILITY DIAGRAMS/EVACUATION ROUTES**

Facility diagrams will be posted throughout all County facilities. These diagrams will be easy to understand, and designate the routes to exits during a fire emergency. These diagrams will also include the assembly areas, i.e. parking lots, etc. Polk County Department of Employee Relations in consultation with the Building Fire Co-coordinator is responsible for generating and posting the emergency routes where applicable. The Employee Relations Manager will review the diagrams, at least annually.

#### EXITING OFFICE AREAS

Each specific Department will specify procedures for securing important documents. The last employee out of the office will close the door. Employees will inform the general public of the procedure to evacuate.

**DO NOT USE THE ELEVATOR DURING EVACUATION.  
ALWAYS USE THE STAIRS following the closest exit route.**

#### ASSEMBLY AREA

When employees evacuate to the outside, they will assemble in the employee parking area away from the building, remain there until further directions have been given, and a head count has been completed. Employees will remain at this location until the person in charge has given the all clear. The Department Head or supervisor will perform the head count, and maintain appropriate employee lists. In case of inclement weather, the person in charge will designate an area to evacuate to after completing the head count.

#### UNACCOUNTED INDIVIDUALS

During an evacuation, individuals who are not accounted for during the head count are assumed to be in the building, and the supervisor will immediately notify the emergency response officials. **DO NOT GO BACK INTO THE BUILDING.** No employee will be allowed to re-enter the building until the all clear is given.

#### INDIVIDUALS WITH DISABILITIES

Employees are responsible for assisting disabled individuals to follow the emergency plans.

#### EMERGENCY ORGANIZATIONS

Emergency response organizations, such as the Fire Department, Sheriff Department, or ambulance, shall be notified by telephoning 911. When emergencies are reported, the following information will be provided:

1. Nature of emergency/location
2. Caller name
3. Address/Location
4. Injuries if they exist

## LIAISON CONTACT

The assigned Building Fire Coordinator is responsible to meet an emergency responding organization, give information to them, to provide for clear and concise directions, and act as an escort if requested. In the absence of the Building Fire Coordinator, that authority is transferred to the designated alternate person

The County Sheriff will act as the Public Information Officer (PIO) to disclose information to the media, radio, and television. In the absence of the County Sheriff, that authority is transferred to the designated alternate person. No other employees are given the authority to comment or make statements to the media regarding emergency evacuations or procedures.

## EMPLOYEE TRAINING

Polk County Department of Employee Relations will schedule drills and provide this policy to each employee. Training records of drills will be kept by the Department of Employee Relations. All new employees or transferring employees will receive training as to the policy, exits, assembly areas, etc.

## PROGRAM REVIEW

The Employee Relations Manager in consultation with the Building Fire Co-coordinator will review this policy annually, who will be responsible for recommending changes in the event they are warranted. Administrative rules that prevent fire hazards may be added to this policy with approval of the Personnel Committee.