

**MISSOULA COUNTY
BUILDING EVACUATION**

PURPOSE

The purpose of this policy is to provide guidance for the safe evacuation of Missoula County Buildings.

Each Department shall write and maintain its own evacuation procedure, including designating a meeting place after evacuation. These procedures should include:

- The orderly and safe evacuation of employees and the public;
- Securing or removing money, specified records and high value portable property when practical in terms of employee safety; and
- The option of "protection in place" as an alternate evacuation, depending on the circumstances.

RESPONSIBILITIES

Department Heads will select individuals to be trained as Floor Wardens and Assistance Monitors. Floor Wardens and Assistance Monitors will possess knowledge of the procedures for emergency evacuation of persons with disabilities. The primary role of the Floor Wardens is to assist occupants in evacuating the building in an emergency. The Assistance Monitors are responsible for providing assistance to those individuals on the floor who require assistance to evacuate. The City of Missoula Fire Department will provide training on a periodic basis for these individuals. Floor Wardens are responsible for notifying 9-1-1 or the Fire Department that they need assistance with disabled individuals.

All Department Heads or designees must attend training sessions as required on building evacuation that will be provided by Missoula County Sheriff's Department.

Department Heads shall permanently post this Policy Statement and their Department procedure in a prominent location.

Building and Grounds shall provide each Department with a sign for permanent posting at a height easily read by someone in a wheelchair, which graphically depicts the evacuation route (Fire Exit).

Evacuation routes for each Department shall be determined by the Department Head in conjunction with the Office of Emergency Management if necessary.

All media questions shall be referred to the Emergency Management Coordinator or an

alternate media person.

Specific guidelines are hereby adopted (Attachment A) to notify and assist persons with visual, hearing, mobility, and cognitive disabilities.

NOTIFICATION

Alarms. The alarm systems vary from building to building. If unsure, the Facilities Manager should be contacted for an explanation of your alarm system.

- Employees will be notified to evacuate through their Supervisor or Department Head.
- Department Heads will be notified to evacuate by a Law Enforcement Officer or by an announcement from the alarm system.

PROCEDURE

On notification to evacuate or sounding of the alarm, Department Heads will proceed as follows:

- Carry out the Department's evacuation procedure.
- Once at the designated meeting place, Department Heads should conduct a roll call of employees and notify the Emergency Management Coordinator once their personnel are out and accounted for.

On notification to evacuate, employees shall proceed as follows:

- Carry out evacuation duties, if any;
- Leave the building by the Fire Exit route or an alternate route;
- Move away from the structure and emergency apparatus and proceed to the departmental meeting place;
- Remain with other employees of your Department to permit an accurate and timely roll call; and
- Remain at your department's meeting place until you are provided with specific instructions by your Department Head or Supervisor.

The Emergency Management Coordinator, in coordination with the Fire Department and Sheriff's Office, will decide when it is safe to re-enter the building and will notify Department Heads.

GUIDELINES FOR EVACUATIONS OF PERSONS WITH DISABILITIES

PURPOSE

This policy establishes procedures for emergency evacuation of persons with disabilities from buildings occupied by Missoula County Departments and Offices.

RESPONSIBILITIES

Floor Wardens and Assistance Monitors possess knowledge of the procedures for emergency evacuation of persons with disabilities. The Assistance Monitors are responsible for providing assistance to those individuals who require assistance to evacuate. These include persons with disabilities or those who have medical problems that would require assistance in an evacuation emergency.

EMERGENCY EVACUATION PROCEDURES

Never use elevators during an emergency evacuation.

All assigned Assistance Monitors will accompany persons who are unable to evacuate via the stairs (including persons using wheelchairs or who have health conditions affecting mobility) to a predesignated "Safe Area" or designated Temporary Area of Refuge and will remain with them until evacuated by the City Fire Department. "Safe Areas" will be designated with the universal accessibility sign.

The Floor Wardens, Assistance Monitors and/or County employees will **not** attempt to carry a person who is unable to walk by himself.

The Assistance Monitors or Floor Warden will assign a sighted person to accompany a person with sight impairment out of the building.

The City Fire Department is responsible for evacuation of Safe Areas and Temporary Areas of Refuge.