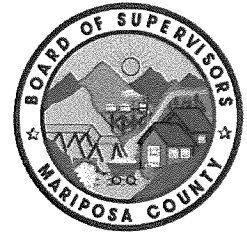


MARIPOSA COUNTY

County Counsel • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2021-355

MEETING: June 15, 2021
TO: The Board of Supervisors
FROM: Steve Dahlem, County Counsel
RE: Adopt Evacuation Policy and Procedure Template for All County Offices

RECOMMENDATION AND JUSTIFICATION:

Adopt Evacuation Policy and Procedure Template for All County Offices to Use.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The safety of staff and the public during times of emergency are of the utmost importance. A formal policy and procedure needs to be in place for all County departments.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Continue to conduct business without a formal policy and procedure.

ATTACHMENTS:

Evacuation Policy & Procedure (PDF)

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Miles Menetrey, District V Supervisor

SECONDER: Wayne Forsythe, District IV Supervisor

AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

**MARIPOSA COUNTY
[NAME OF FACILITY]**

EVACUATION POLICY & PROCEDURE

POLICY:

The safety of staff and the public during times of emergency are of the utmost importance. This procedure is to be followed when an alarm is sounded within the [NAME OF FACILITY].

PROCEDURE:

The [NAME OF FACILITY] is not connected to the fire department or the sheriff's department. If there is a fire or other similar emergency, then personnel in that area will need to dial 911 to report a fire or any other emergency. When staff at the [NAME OF FACILITY] calls 911, the caller will notify the safety representative of the [department/building/floor], who will contact the department head or his/her designee of the emergency. This will trigger an evacuation of the building.

Emergency Fire personnel have a key to the NOX BOX located outside the [NAME OF FACILITY AND LOCATION ON BUILDING]. These keys will give emergency personnel access to the [NAME OF FACILITY] building. The department head or his/her designee in charge at the time of the event is to make themselves known to the ranking emergency response person for coordination of information during the event and release of site back to normal operation when it is determined to be safe. The department head or his/her designee will disseminate the necessary instructions to the safety representative and supervisors.

When an alarm is sounded off at the [NAME OF FACILITY], the department safety representative will alert the staff in the [NAME OF FACILITY] and instruct all persons in the [NAME OF FACILITY] to evacuate. The department safety representative will also check all rooms and all restrooms and storage rooms to make certain that everyone has evacuated the building. All staff will meet with their department in their designated area [NAME OF AREA], so a head count can be taken.

1. Each department safety representative within the [NAME OF FACILITY] is responsible for insuring that staff assigned to the [DEPT OR FLOOR] are aware of this procedure and evacuation routes (Evacuation routes are mapped and noticed throughout the [NAME OF FACILITY] and attached hereto).
2. When the alarm sounds, clerical staff who are part of the team responsible for answering phone calls coming into the 966-____ line will place their phones on 'Do Not Disturb'. This will force calls to be re-routed to the nighttime message while

staff is out of the building. Staff will evacuate the building through the closest evacuation route and re-group with their assigned department in their designated evacuation meeting area outside the building.

3. In each [DEPARTMENT/FLOOR], a supervisor will be named as the primary person responsible to check each cubicle, restroom and conference room in the area to make certain all staff and visitors have exited the building. There should be a primary contact and at least two backup contacts assigned to this task. All staff need to be cognizant of their surroundings to ensure everyone is out of the building and not to assume the primary or backup contacts are available to perform this task.
4. All visitors are to be escorted out through the evacuation route by staff or directed to evacuate through the main reception area. Visitors that are in the main reception area are to be evacuated by designated supervisors.
5. Each supervisor or his/her designee is to account for all assigned staff and report status to the department safety representative.
6. Each supervisor is to report status to the safety representative, who will report to the director, including the number of employees unaccounted for and/or any pertinent information regarding client or employee safety.
7. The department head or his/her safety representative will report on department status to ranking fire personnel.
8. Ranking fire personnel will give the all clear notifications to the department head or his/her designee before anyone re-enters the facility.

*ATTACH A COPY OF THE EVACUATION ROUTE PLAN FOR THE FACILITY

**LOCATION OF MEETING PLACE IS ON EVACUATION PLAN