Anthony J. Picente Jr.
County Executive

FORWARD

The Oneida County Evacuation Plan is to be used as an educational and operational guidance document if it is necessary to evacuate a facility under the authority of Oneida County. The evacuation plan is based on common planning elements and includes guidance and job aids to assist agencies in their facility emergency planning process. This plan is designed and written to be a comprehensive evacuation planning document with facility specific information to be added in the appendices.

The plan includes preparedness activities, basic and hazard specific response actions and recovery planning guidance. While no plan can anticipate every scenario, the combination of written plans and policies providing guidance to the staff of Oneida County facilities will enhance the safety of the occupants and visitors.

As with any plan, the planning process should include the formation of a diverse planning team, performance of a hazard analysis, consideration of risk reduction measures where possible, an assessment of capabilities, planning for response and recovery, training at all staff levels, exercising the plan, approval of the plan by the authority having jurisdiction and updating the plan on a regular basis.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORWARD</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>5</td>
</tr>
<tr>
<td>PLAN PURPOSE AND OBJECTIVE</td>
<td>7</td>
</tr>
<tr>
<td>LEGAL AUTHORITY</td>
<td>8</td>
</tr>
<tr>
<td>MAINTENANCE AND UPDATES</td>
<td>8</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>8</td>
</tr>
<tr>
<td>CONCEPT OF OPERATIONS</td>
<td>9</td>
</tr>
<tr>
<td>PREPAREDNESS ACTIVITIES</td>
<td>9</td>
</tr>
<tr>
<td>Training</td>
<td>10</td>
</tr>
<tr>
<td>Fire Alarm Signals</td>
<td>10</td>
</tr>
<tr>
<td>Manual Pull Stations</td>
<td>11</td>
</tr>
<tr>
<td>Smoke and Heat Detectors</td>
<td>11</td>
</tr>
<tr>
<td>Duct Detectors</td>
<td>11</td>
</tr>
<tr>
<td>Fire Doors</td>
<td>11</td>
</tr>
<tr>
<td>Standpipe Systems</td>
<td>11</td>
</tr>
<tr>
<td>Exits</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>12</td>
</tr>
<tr>
<td>Exit Signs</td>
<td>12</td>
</tr>
<tr>
<td>Signage</td>
<td>12</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>13</td>
</tr>
<tr>
<td>HVAC Operation</td>
<td>13</td>
</tr>
<tr>
<td>Evacuation Go Kit</td>
<td>13</td>
</tr>
<tr>
<td>Rapid Access Key Boxes</td>
<td>13</td>
</tr>
<tr>
<td>Maintenance Records</td>
<td>13</td>
</tr>
<tr>
<td>RESPONSE ACTIVITIES</td>
<td>14</td>
</tr>
<tr>
<td>EVACUATION TEAM ORGANIZATIONAL CHART</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Evacuation Team</td>
<td>16</td>
</tr>
<tr>
<td>Designated Official</td>
<td>16</td>
</tr>
<tr>
<td>Emergency Planning Coordinator</td>
<td>16</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>16</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>16</td>
</tr>
<tr>
<td>Facility Coordinator</td>
<td>16</td>
</tr>
<tr>
<td>Floor Liaison</td>
<td>17</td>
</tr>
<tr>
<td>OCCUPANT EMERGENCY PROCEDURES</td>
<td>17</td>
</tr>
<tr>
<td>RECOVERY ACTIVITIES</td>
<td>20</td>
</tr>
<tr>
<td>APPENDICIES</td>
<td>23</td>
</tr>
<tr>
<td>Communication Plan</td>
<td>25</td>
</tr>
<tr>
<td>Hazard Specific Threat Procedures</td>
<td>27</td>
</tr>
<tr>
<td>Facility Specific Information</td>
<td>29</td>
</tr>
<tr>
<td>Documentation Forms</td>
<td>31</td>
</tr>
<tr>
<td>Facility Muster Point List</td>
<td>33</td>
</tr>
<tr>
<td>POLICIES AND PROCEDURES</td>
<td>35</td>
</tr>
</tbody>
</table>
EVACUATION PLAN PURPOSE AND OBJECTIVE

Plainly stated, there are any number of reasons that the staff and visitors to an Oneida County facility may need to vacate. The reasons may be technological, environmental or structural. In addition, where it has been determined that an event has the potential to cause harm to the occupants, officials may determine that the best course of action is to vacate a facility or a portion thereof.

The plan provides guidance for all staff and provides common guidelines for all hazards. The plan also acknowledges that there is an expectation by county residents that County Government will continue to provide essential services despite facilities that may be compromised.

The primary objective of the plan is to provide staff with the necessary guidance to maintain a safe work environment at all times, but when it becomes necessary to vacate the facility, the evacuation will be orderly and have minimal impact.
1) **LEGAL AUTHORITY**

This evacuation plan is being promulgated under the Authority of the County Board of Legislators, the County Executive and the New York State Building and Fire Code. It is the responsibility of the County Legislature along with the County Executive to establish the necessary policies, rules and regulations to provide both a safe environment for staff and to insure that the business of county government continues to service its constituents despite any disruptions.

2) **PLAN MAINTENANCE AND UPDATING**

One of the primary dangers with any plan is that it becomes outdated. In order to prevent the Evacuation Plan from being dated it shall be the responsibility of the Oneida County Office of Emergency Services to take the necessary steps to act as the lead agency to review this plan at least annually. The Evacuation plan may need to be updated due to a change of facilities, key personnel or due to the updating of systems utilized to provide warning to the occupants. Upon updating the plan, it shall be reviewed and approved by the legal authority having jurisdiction. Affected facilities or staff shall be notified of amendments, updates or changes by March 1st of each year.

3) **DEFINITIONS**

1. **Facility Coordinator:** The individual appointed by the Designated Official to be in charge of the Evacuation Team in a particular facility. (This may be the Building Superintendent or designee)
2. **Designated Official:** This is normally the chief elected official, the county official having jurisdiction over such matters, or that person who has been delegated the authority and responsibility to execute policy of the authority having jurisdiction.
3. **Emergency:** a situation which requires prompt action to protect life and property.
4. **Emergency Planning Coordinator:** The individual who has been given the responsibility of maintaining liaison with the Designated Official and Facility Coordinators. (This may be the Oneida Superintendent of Buildings and Grounds or as assigned)
5. **Evacuation Plan:** A guidance document provided by the authority having jurisdiction to facilitate an orderly and safe evacuation of a facility during unplanned situations.
6. **Evacuation Team:** Employees in a facility who are assigned by the Designated Official to fulfill the requirement established by the evacuation plan.
7. **Floor Liaison:** The volunteer member of the Evacuation Team appointed by the Building Coordinator to be in charge of the Evacuation Monitors on a particular floor or designated area.
8. **Incident Commander:** The person responsible for all aspects of an emergency response; including development of incident objectives, managing all operations, application of resources as well as responsibility for all persons involved.
9. **Incident Command Post:** The location, at or in the vicinity of the affected facility, from which the Incident Commander or Unified Command can direct operations and resources.
10. **NFPA:** National Fire Protection Association, an organization that develops and promulgates standards related to fire safety and the fire service.
11. **NYS F & PM Code:** refers to the New York State Fire and Property Maintenance Code or may be referred to as the Building and Fire Prevention Code
12. **Occupants:** Individuals, including visitors, employees, staff, clients and others who work in, visit or otherwise occupy an Oneida County owned or leased facility.
13. **Security Services:** The organization with the responsibility and authority to provide security duties in an Oneida County facility. This may include the Sheriff’s Department or a private security firm contracted by the County.
14. **Unified Command:** is an ICS structure whereby the incident commanders representing different agencies or jurisdictions share responsibility for the incident management from a single command post. It allows agencies with different legal, geographic or functional authorities to work together without affecting individual agency authority or responsibilities.
   i) At the scene of an incident involving an Oneida County facility it is likely that a Unified Command structure would be used and may include; Police, Fire, Emergency Medical Services (EMS), Building Superintendent or others as necessary.
4) **CONCEPT OF OPERATIONS**

The concept of operations is meant to provide a broad overview of the actions to be taken to achieve a safe and orderly evacuation from any Oneida County facility. It is designed to be an all facility, all hazards comprehensive evacuation plan.

The strategies required to achieve a safe and orderly evacuation include the development of a comprehensive plan which provides guidance to the occupants of the building including training, risk reduction activities, response tactics, policies and shortfalls affecting the desired goals.

Upon development of an evacuation plan, the occupants of the facility must become familiar with the plan through training. In addition, functional exercises will provide a realistic review of the required actions to be taken upon notification of evacuation. Facilities management personnel must not only be trained to the plan, they must also understand the operation of the building systems and how the systems impact the internal environment of the facility. It is up to every occupant to preserve the inherent safety features of the facility and to report any deficiencies to the appropriate facilities manager. It is up the facilities manager to prioritize the repair or replacement of those systems that may directly or indirectly affect the safety of the occupants, while keeping in mind that a malfunctioning essential system may result in an unnecessary evacuation of the building or may require extra-ordinary steps to restore systems to maintain a consistent standard of safety for the occupants. A comprehensive preventative maintenance program for all systems directly or indirectly related to life safety is essential.

Upon the discovery of an incident requiring evacuation of a facility, warning and notice is essential for the occupants and the management of the facility. Upon notification of an event the occupants must vacate the facility in an orderly manner while the management team assumes their designated positions to monitor and control the building systems and to provide subject matter expertise to the responding agencies. Once the occupants have evacuated to a safe location, accountability must be achieved through a structured and organized cadre of safety volunteers.

It is the responsibility of the occupants and visitors to evacuate the building upon notification. It is the responsibility of the volunteer evacuation team to assist in the safe and orderly evacuation of the building. Additionally the safety team shall report their observations to unified command to provide situational awareness for the first responders. It is the responsibility of the building management team to be familiar with the building systems, including fire protection, heating ventilation and cooling systems, fire suppression systems, fire alarm system and be considered a facility subject matter expert. It is the responsibility of management officials to promulgate rules, regulations, policies, standard operating guidelines and to provide their support to these activities as the authority having jurisdiction.

5) **PREPAREDNESS ACTIVITIES**

1. **Drills and Exercises**

Drills and exercises are a key element for learning and understanding the mechanisms related to evacuation and should serve as an educational opportunity for all staff to learn about the fire protection and prevention systems within the facility they occupy. It is the policy of Oneida County that evacuation exercises occur four times annually for each facility unless the Code prescribes more stringent requirements based on occupancy type (NYS-FC & PMC Section 405).

   i) Two unannounced evacuation exercises shall be held each year under the direction of the facility management, the Emergency Planning Coordinator and members of the facility evacuation team. In addition, each year one evacuation exercise shall be conducted as a facilitated walk through exercise with all of the occupants with the intention of reviewing evacuation protocols with experienced employees and to familiarize any new employees with the evacuation procedures. As an element of the evacuation exercise, at a minimum there shall be a review of facility safety protocols, familiarization with fire protection features within the facility including the evacuation signal or verbal directions, visual alarm indicators, fire doors, stairwell enclosures, areas of refuge, sprinkler operation, detector
operation, including duct, smoke and heat, review of the muster locations, accountability requirements and opportunity for the staff to make inquiries or to provide input related to facility evacuations. An evacuation walk through provides the opportunity to correct any incorrect response actions and provides positive reinforcement for proper response.

ii) Contingency evacuation exercises shall also be considered to acquaint the staff with alternate routes of evacuation and any actions that should be taken if occupants are unable to evacuate the facility for any reason. Over time occupants of a facility become entrenched in their daily routine and are not often familiar with alternate means of evacuation from the facility in which they work.

iii) Exercise documentation shall consist of a form which captures, name of the facility, use of the facility, the date, time of day, weather conditions, person responsible for the conduct of the drill, how evacuation notification was initiated, elapsed time for evacuation, notation of any problems encountered and signatories of the staff responsible for managing the exercise as well as spaces for those reviewing the exercise report. Once the exercise is completed an after action report is prepared outlining problems encountered, a correction plan including staff responsible to execute the plan and a time line for completion of the correction plan.

2. Training
Training shall consist of written material and functional exercises related to evacuation and preservation of the life safety features inherent or integrated into the facility they occupy. The County shall adopt a comprehensive life safety educational program for all employees. As a minimum, the training shall cover the following core items as prescribed by the NYS – F &PM Code;

i) Life Safety policies for County Employees
ii) Life safety features within the facility they occupy
iii) Shall be apprised of the fire hazards of any materials or processes to which they are or may be exposed
iv) The role of the staff in preserving life safety features
v) Methods of evacuation notification
vi) Areas of refuge as defined by generally accepted standards
vii) Exterior assembly areas, muster points
viii) Fire extinguisher use and limitations
ix) Evacuation procedures, dos and don’ts
x) Continuity of Operations, should a facility become uninhabitable
   a) Method to notify staff should a facility be uninhabitable
xi) Training for Evacuation Team
   a) Include the responsibilities, authority, job descriptions of the team members and how they will interact with the facility occupants.

xii) At a minimum training shall be mandatory for all new employees and annually for all employees thereafter as prescribed by NYS-F & PMC Section 406.

3. Identification of Emergency Systems and Maintenance

i) Fire Alarm Signals;
The occupants of the facility shall be capable of hearing the evacuation signal over ambient noise levels within the area they occupy. The audible evacuation signal shall not be confused with any other alarm within the facility. Where installed, visual evacuation signals shall be able to be seen from any location in the facility in normally occupied spaces. The evacuation signals shall be in compliance with the appropriate version of National Fire Protection Association Standard (NFPA) #72, the National Fire Alarm Code, in effect when the facility was built or refurbished. As a component of the life safety system audible and visual alarms shall be maintained and operable at all times. Fire alarm system service personnel shall meet the qualifications of NFPA 72 for maintaining, inspecting and testing such systems. The visual and audible signals shall be tested at least twice annually.
ii) Manual Pull Stations;
Where manual pull stations are required, they shall be used to manually activate the facility evacuation signals and shall be located along the normal path of egress. If an occupant sees smoke or fire they should be trained to activate a manual pull station. Manual pull stations shall be installed and maintained in accordance with the appropriate version of NFPA 72, the National Fire Alarm Code in effect when the facility was built or refurbished. Pull stations shall be conspicuous, unobstructed and accessible at all times for use by the occupants of the facility. Fire alarm system service personnel shall meet the qualifications of NFPA 72 for maintaining, inspecting and testing such systems. The manual pull stations shall be tested in accordance with generally accepted standards and/or according to the manufacturer’s recommendations.

iii) Smoke and Heat Detectors;
Where heat or smoke detection is required, they shall automatically activate the facility evacuation signals and shall be located in the appropriate locations in accordance with manufacture’s recommendations or according to generally accepted standards such as NFPA 72. As a component of the life safety system, detectors shall be maintained and operable at all times. In particular, smoke detectors shall be cleaned at an interval recommended by the manufacture to avoid false activation or delayed activation due to sensitivity. The location of smoke detectors shall be based on an evaluation of potential ambient sources of smoke, moisture, dust, fumes, electrical or mechanical influences to minimize nuisance alarms.

iv) Duct Detectors;
Where installed, smoke detectors located within the HVAC system ducts shall automatically activate the facility evacuation signals when smoke is drawn into the duct. If so equipped and at the appropriate locations, detectors may activate fire/smoke dampers where the duct passes through or terminates at a rated fire separation. Smoke detectors shall be cleaned at an interval recommended by the manufacture to avoid false accidental activation or failure to activate due to sensitivity. In addition to the detectors, the electrically operated smoke and fire dampers shall be tested for functional operation according to generally accepted standards.

v) Fire Doors;
Fire Doors are commonly referred to as rated enclosures and are installed within the facility to limit the spread of fire, smoke, dust, fumes or other contaminates either vertically or horizontally. Rated enclosures are commonly installed in fire rated walls or installed to isolate areas such as exit corridors and stairwells to permit occupants to safely exit the facility, while limiting the spread of fire or contaminates. Rated fire enclosures shall self close and latch unless the doors are equipped with magnetic hold open devices that will release the doors to self close upon activation of detectors or the activation of the general evacuation system. Fire doors shall be visually inspected regularly at least annually and shall be maintained so that they properly close and latch.

vi) Standpipe Systems;
Standpipes are primarily an internal hydrant system to be used by the fire department to simplify internal fire suppression operations. Where equipped, standpipe systems shall be maintained in accordance with NFPA 14 or any other appropriate generally accepted standard. The standpipe systems shall be visually inspected regularly and functionally tested annually by methods prescribed by NFPA 14. Functional testing shall include flowing water through the full height of the system, testing fire pump activation if appropriate, flow alarm notification switches if appropriate and any supervisory indication where appropriate. If there is a fire in the building, the fire department will rely on the proper operation of the system and is essential for extinguishment and for the safety of the first responders. The standpipe system shall be easily accessible under adverse or low visibility conditions to attach fire department hose lines.
vii) Exits;
The exits are specifically designed and constructed to provide a safe means of egress for the occupants of the facility. All portions of the means of egress shall be maintained in a clear, accessible and passable condition at all times and in all weather conditions. No portion of the means of egress shall be used for storage or shall be obstructed in any way to impede evacuation from the facility. Exit components include, corridors, stairwells, access to the exit and the exit discharge. The exit discharge must be maintained in all weather conditions to efficiently and safely permit the occupants to leave and move away from the facility to a designated muster accountability area. The lighting in all exit components shall be maintained at all times and shall be not less than 1 foot candle at the floor level.

1) Stairs;
Stairs are an essential component of the evacuation route for the facility and shall be maintained in a lighted, safe condition at all times. Components of the stairs include but are not limited to the stairwell shaft enclosure, self closing and latching fire doors, handrails, lighting, signage, and stair treads.

2) Elevators;
Elevators are not a recommended component of the evacuation route. Never use an elevator to evacuate a facility unless directed to do so by properly equipped first response personnel. Elevators, especially in high rise buildings are used by first response agencies to gain access to upper floors if properly equipped with phase I and phase II fire fighter’s operation. Elevators equipped with fire fighter operation will automatically return to the lobby or alternate floor upon detection of smoke in an elevator lobby or upon activation of the building evacuation alarm system. Once the elevator automatically returns to the designated or alternate floor, the car door will open and the elevator car will remained parked until the first responders take control of the elevator and manually operate the system. Elevators not equipped with the fire fighter’s operation can present an extremely high risk if used during a fire within the facility and should not be used during evacuation.

viii) Emergency Lighting;
Emergency lighting is required within publically occupied buildings in order to provide sufficient lighting during evacuation. Contingency power shall be provided to light fixtures along the means of egress as well as to the exit signs and within the elevators. Emergency lighting shall be provided by battery power or by an emergency backup generator for the building. A functional test of the emergency lighting system shall be conducted annually to insure reliability and testing shall be properly documented.

ix) Exit Signs;
Exit signs shall be placed to show the way to the means of egress, especially where exit access it is not immediately obvious. Exit signs shall be placed where they can be seen from any position within an occupied space where the exits are not immediately obvious and along the means of egress. Exit signs shall be inspected for operation and shall be illuminated by an emergency backup power source. Exit signs and placement shall comply with generally accepted standards.

x) Signage;
While signage is generally not required by code, signage in specific locations such as stairwells and in elevator lobbies is a code requirement. Signage should be visible 5 feet above finished floor with the stairwell door opened or closed and should include the following; the floor level, floors served by the stairwell including both the top and bottom floor number (B2 – 12), identification of the stair enclosure (Stairwell 1), the exit discharge floor (Exit This Floor), and whether the stair enclosure has access to the roof. Signage is also required at every elevator lobby to remind building occupants that in an evacuation they should not use the elevator and to exit by way of the stairs. In addition signage should be used liberally in the building to indicate rooms having hazardous operations or materials, electrical rooms, elevator equipment rooms or other special use spaces which may present
outside of the facility it is recommended that the muster areas be designated with a sign that make it immediately recognizable as a muster point. In addition, stand pipe connections and sprinkler connections should be labeled as such and should be immediately recognizable by the fire department responders. All post indicator valves shall be labeled as to the facility they serve.

xii) **Fire Extinguishers;**
    The appropriate type of fire extinguishers shall be placed in the building according to the NFPA 10 standard. Normally, extinguishers are required in special use locations such as machine rooms, special process spaces and along the general means of egress. In addition to the placement of extinguishers the County shall institute a training program to instruct all staff in the safe use of fire extinguishers and their limitations. Employees are not expected to fight fires using extinguishers nor should they delay reporting a fire by attempted use of an extinguisher.

xii) **Operation of the HVAC System During Evacuation;**
    If the HVAC system is equipped with smoke detection, the detectors may shut down the system to limit the spread of smoke, fire or other contaminates. The fire department may determine that the operation of the system is advantageous to their operations and a step by step operations manual to guide the proper restoration of the system should be prepared in the event facility staff is unable to gain access to the building without personal protective equipment. The operations manual should be part of the building evacuation go kit.

xiii) **Evacuation Go Kit;**
    An evacuation go kit should be prepared to provide subject matter experts and first responders with the appropriate documentation and equipment upon evacuation of the facility. Items to be included in the kit should include floor plans with information relating to essential infrastructure, special processes within the building, MSDS sheets related to any hazardous substances in large quantities, a list of essential contact names and numbers, essential keys, elevator keys, access codes, important instructions or manuals and any other information that may be necessary or useful upon the evacuation from the facility. The documents and related material can be stored in a locked rolling case and stored in a location that is immediately accessible by evacuating staff or a redundant kit may be stored off site.

xiv) **Rapid Access Key Boxes;**
    If rapid access key lock boxes are provided for facilities to provide access for first responders, the placement and maintenance of key boxes shall be coordinated with the fire department. A key box policy and procedure shall be developed and filed as an annex to the evacuation plan.

xv) **Maintenance of Records;**
    Maintenance of evacuation support systems and the training of staff are essential preparedness activities. To support these activities documentation of the life safety system maintenance and staff training is also an essential function. Facility management staff will be required to develop forms and templates to capture essential information documenting training and maintenance. The documentation will be required to defend compliance and to answer any legal or liability challenges. Documentation for maintenance and training activities will provide justification for the funding for a preventative maintenance program and for staff preparedness training.
6) **RESPONSE ACTIVITIES**

1. **Notification and Activation**

   Upon discovery of an incident in the facility requiring evacuation of the building, occupants shall be immediately and positively notified by manual or automatic activation of the facility evacuation notification system. Upon activation of the evacuation alarm system including both audible and visual signals, the facility evacuation response team shall assume their duties and responsibilities to support and monitor evacuation, and to report on conditions within the facility through the chain of command. In addition to notification of building occupants, a Communications Plan (See Appendix A) shall be developed and implemented to notify first response agencies, facility management and subject matter experts.

   It is preferred that the fire department be notified directly by the activation of the facility evacuation alarm system, or indirectly through a central station dispatch center. Where the first response agency is staffed by career fire fighters the time from alarm activation to arrival of the first units is normally relatively short. During the initial response period a facility liaison needs to report to the designated command post to gather information. Prior to the fire department arriving, the liaison may choose to contact the fire department dispatch center to provide additional information to clarify the purpose of the alarm, if known. The caller should state their name, name of the facility, street address, initial observations, whether the building is being evacuated and any known problems.

   The County communications dispatch center must be notified if the facility has been evacuated for a purpose other than fire where the services of the police or EMS agencies are required. This action prepares the first responders for what they can expect to encounter.

   Upon the arrival of the fire department the facility liaison shall provide a briefing to the first response agencies. As situational awareness is refined the facility liaison will continue to provide updates to the first response agencies. Information to be conferred is the status of the evacuation, the location of any staff with functional needs and any information on conditions within the facility. The facility liaison shall obtain support from subject matter experts as required.

(1) **Preferred and alternate means of notifying the fire department**

   The preferred method to notify the fire department is by automatic transmission of the alarm by the evacuation alarm system or through a central dispatch center where the alarm is received and then transmitted by phone utilizing trained staff to the County dispatch center.

   Contingency plans should include confirmation of the evacuation by phone to the dispatch center where the alarm is communicated automatically. Contingencies should also include contacting the dispatch center by phone in the event there is a gap in the normal alarm system transmission protocol. The staff member assigned to call the dispatch center should be designated to the third redundancy.

(2) **Preferred and alternate means of notifying occupants**

   The preferred method to evacuate the facility is the activation of the facility’s evacuation alarm system. If the system fails or there is a reason for not activating the facility’s evacuation alarm system, a responsible occupant of the facility should be instructed to notify the evacuation support team to assist with the evacuation of the facility. A responsible occupant should be assigned the reporting task to the third redundancy.
2. Evacuation Team Organizational Chart

Designated Official

Safety Officer

Information Officer

Emergency Planning Coordinator

Police Liaison

Fire Liaison

Facility Coordinator

EMS Liaison

Floor Liaison

Unified Command
a. **Emergency Evacuation Team**
The County Executive is represented on the Emergency Evacuation Team by the Designated Official. The Safety Officer, the Public Information Officer and the Emergency Planning Coordinator report directly to the Designated Official. The Facility Coordinator in each facility provides liaison with the first response agencies and obtains situational information from the Floor Liaisons.

b. **Designated Official**;
The Designated Official is responsible to see that the facility evacuation team is properly managed, coordinated, trained and kept up to date. The Designated Official is a representative of the County Executive and interacts with the Emergency Planning Coordinator. The Designated Official insures that the facility evacuation teams are performing according to the plan and appoints the Emergency Planning Coordinator. During a response, the Designated Official is the liaison representing the County Executive.

c. **Emergency Planning Coordinator**
The Emergency Planning Coordinator is the liaison between the Designated Official and the individual Facility Coordinators. The Emergency Planning Coordinator is responsible for the upkeep and maintenance of the Facility Emergency Evacuation Plans. During a response the Emergency Planning Coordinator monitors the situation, provides situation reports to the Designated Official and remains vigilant in the event that a facility is required to move its essential functions to an alternate location.

d. **Safety Officer**
A facility Safety Officer should be appointed for each facility and provides oversight for the safety of staff and visitors during an evacuation event. The incident safety officer reports directly to the Designated Official. The Safety Officer shall be recognized by wearing an incident command vest or other indicator to distinguish their role.

e. **Public Information Officer**
A facility Public Information Officer should be appointed for each facility and develops public information messages in coordination with the Designated Official, Facility Coordinator and the first response agency liaisons at the scene of an incident. The Public Information Officer provides information as a single voice and works with the responsible parties to develop messages released to the media. The Public Information Officer shall be recognized by wearing an incident command vest or other indicator to distinguish their role.

f. **Facility Coordinator**
The Facility Coordinator is responsible for an individual facility and is the lead liaison for the facility during an evacuation in the Unified Command structure at the Incident Command Post (ICP). The Facility Coordinator is a key member of the facility planning team in the development and maintenance of the facility evacuation plan. The Facility Coordinator is responsible for individual facility evacuation team selection, training and managing the activities of the evacuation team. The Facility Coordinator shall be responsible for reviewing and updating the Communications Annex every six months and distributing updates as needed. During an evacuation the facility coordinator reports to the designated command post and receives evacuation status reports from the Floor Liaisons providing information or problems to the first response agencies. The Facility Coordinator can be recognized by wearing a white hard hat.
g. **Floor Liaison**

Floor Liaisons shall provide coordination and communication between each floor and the facility coordinator at the command post. Floor liaisons shall wear a vest indicating their role on the evacuation team; carry a hand held radio switch to the assigned channel to communicate with the Command Post and each other. The Floor Liaison will provide information and participate in the creation of the after action report (AAR).

The Floor Liaisons shall provide a progressive sweep of their assigned floors including all bathroom areas constantly working toward the stairwells. Upon exiting at the lobby level the Floor Liaison will transmit status information to the Facility Coordinator. Status information shall include status of the evacuation of the floors, location of any persons remaining in the building or exit pathway and conditions within the building. Upon receiving reports from each floor the Facility Coordinator will report conditions or problems to the first response agency liaison. After reporting to the Facility Coordinator the Floor Liaisons will continue along the exit path to the muster areas to assist as needed and await situation updates. The Floor Liaisons provide situational updates to evacuees at the muster points and will assist with any subsequent orders from the Facility Coordinator.

The Floor Liaisons shall direct any special needs occupants to the elevator lobby or to the nearest stairwell if there is any indication of conditions that are unsafe.

At the termination of the evacuation event the Floor Liaisons will be directed, by radio to reoccupy the facility. The Floor Liaison will communicate the direction to reoccupy the facility to the evacuees in the muster area.

3. **Occupant Emergency Procedures (General)**

   (1) **Prescribed escape routes**

   a) **Staff**

   Upon recognition for the need to evacuate the facility occupants should immediately grab coats and car keys, exit the work space and close any door behind you, safely secure any hazardous processes and move to the designated exit pathway. Occupants shall move quickly and efficiently and provide guidance and assistance to those encountered along the exit path. Running is not acceptable, is counterproductive and may lead to injuries or delays. Elevators shall not be used since they are programmed to recall for fire fighter use and are not considered to be a safe method of evacuation. Since resident staff is most familiar with the facility they are responsible for providing guidance and assistance to visitors or those least familiar with the facility. Staff may also need to provide assistance to occupants with functional needs to keep the evacuation process flowing and efficient. As occupants enter the stairwells they should report any unusual or potentially harmful conditions in the areas they have vacated to the Floor Liaisons. Able bodied occupants should use the right side of the stairs while occupants who may be less able to quickly navigate the stairs shall use the left side of the stairs. Once outside of the facility, staff shall continue to move to the established muster points for an accountability assessment. Staff should not leave the muster point until the accountability assessment is complete or with the permission of their supervisor. The muster point serves two purposes, it provides a location that is outside the high risk environment and it provides a location to insure that all staff is accounted for. In addition it will be a central communication point for updated information as the situation evolves.

   b) **Visitors**

   There may be an unspecified number of visitors in a facility at any given time during operational hours. While they are individually responsible for evacuation from the facility, staff may need to direct, assist or prompt compliance with the evacuation signal or command. Visitors will be intermingled with staff along the evacuation route and should be encouraged to evacuate the facility to the muster points. Elevators shall not be used since
they are programmed to recall for fire fighter use and are not considered to be a safe method of evacuation. Visitors to the facility have no responsibility for accountability and may therefore leave the muster areas as necessary. During the sweep of the floors by the Monitors any visitors in the facility should be strongly encouraged to move to the evacuation path. Visitors who do not comply with the evacuation order will be considered security risks and their last known location should be reported to the Floor Liaisons.

c) Special Needs Occupants
Special needs occupants present an evacuation challenge and the best method of assistance is communication and preparedness activities. During an evacuation scenario occupants with special needs may need assistance from others or may need to evacuate to an adjacent area of temporary refuge to await additional assistance.

In the event of an evacuation order, special needs occupants will be directed to the elevator lobby by the Floor Liaisons. If there is perceived danger at the elevator lobby special needs occupants should move to the stairwell and proceed to the ground floor exit or await assistance if needed. Occupants needing assistance should communicate their needs to the Floor Liaisons for other evacuees. Elevators shall not be used since they are programmed to recall for fire fighter use and are not considered to be a safe method of evacuation. If occupants needing assistance are relocating to another floor, as an area of temporary refuge, the Floor Liaison needs to report this situation to the Facility Coordinator who can inform first responders of a priority situation.

While moving down the stairs occupants with special needs or those who cannot quickly navigate the stairs should move to the left side of the stairs while faster moving occupants should use the right side of the stairs. No occupants should be pushed to move faster and should take their time to avoid accidents and injury.

(2) Muster Points
Muster points are those areas designated as gathering areas for the occupants of the facility. Muster points are established outside of the high risk areas. Muster points are posted on each floor of the facility and are listed in Appendix 4 of this plan.

Muster Points are located away from high risk areas defined as those areas affected by falling debris and areas where first response vehicles and personnel will be operational. In addition muster points are central locations where accountability can be assessed and where status reports will be communicated to the evacuees.

a) Identification of Muster Points should take the following into consideration;
- Muster points should be immediately recognizable to staff, visitors and response personal
- Muster points should be marked with a recognizable sign
- Access to muster points must be maintained in all weather conditions
- Consideration for special needs evacuees must be given for the location of muster points.
- Consideration needs to be given to designate muster points in adjacent structures when possible.
- If muster points cannot be in adjacent structures, measures must be taken to protect evacuees to prevent weather related injuries as appropriate.

b) Accountability
One of the main functions of a muster point is accountability. In the event of a law enforcement incident, evacuees may need to be interviewed for information relevant to an investigation. If evacuees cannot be accounted for, the presumption is they are either not at the facility or they remain inside the facility. It must be recognized that unless supervisors take responsibility for the attendance of their staff, additional time and personnel will be expended for a more intense primary search for those thought to be still in
the facility. Upon arrival at a muster site, supervisors shall make every attempt to determine that all evacuees are accounted for. If there is any doubt concerning staff accountability, the Floor Liaison at the muster site who can communicate by radio to the Facility Coordinator at the Command Post. If there is any change in accountability status of any evacuee, the Command Post should be immediately updated.

c) **Short Term Evacuations**

Short term evacuations are those that are measured in minutes up to one hour. Dependent on weather conditions, an event keeping evacuees out of the building for an excessive amount of time will cause them to wander away from the muster point to seek shelter and may result in weather related injuries or illness. Short term evacuations are terminated when the response organization determines that the facility is safe to occupy and returns control to the Facility Coordinator or appropriate County Official. The authority having jurisdiction for the County will then give the order to reoccupy the facility or shall inform the evacuees of alternate plans.

d) **Long Term Evacuations**

Long term evacuations are those lasting more than one hour. Once all staff is accounted for, evacuees should be moved to an alternate location until there is a determination by the authority having jurisdiction as to a demobilization plan. Alternately, staff may be released with instructions directly from the muster point. As a result of a long term evacuation from any given facility, the County shall develop continuity of operations plans (COOP Plans). COOP plans should pre identify critical functions and staff to maintain critical functions or services. Additionally, COOP plans should identify facilities where critical functions or services can be moved and reconstituted. A critical component of a COOP plan for local government is to provide information to service recipients and to communicate the alternate facility where services are being provided and a means to access the facility.

4. **Unified Command Center**

The Unified Command Center can be an actual location within a facility that possesses specialized security or fire alarm indication capabilities or it may be simply a designated location within a facility. Each facility should have a primary and secondary designated location where first responders, building officials, Facility Coordinator, subject matter experts and other key response personnel will gather or be directed. Very often the unified command center is where the facility fire alarm panel is located. The fire alarm system may provide the capability to make announcements within the facility. Regardless of the available capabilities, there needs to be a designated meeting location for unified command participants. As with other planning initiatives, a contingency location needs to be designated if the primary location becomes untenable for any reason.

(1) **Unified Command**

Unified Command is one way to carry out command responsibilities in which responding agencies or stakeholders with responsibility for the incident share incident communication and management. A Unified Command may be needed for incidents involving; multiple jurisdictions, a single jurisdiction with multiple agencies sharing responsibility or multiple jurisdictions with multi-agency involvement. It must be recognized while there may be multiple response agencies at an event, that some agencies may have statutory responsibilities that cannot be ignored or subrogated. If a response agency takes control of the building either by statutory authority or due to circumstances, there needs to be a formalized process to turn the facility back over to the designated facility managers. Once the building is released from the responsible response agency to the facility managers, the managers have responsibility for deeming the facility safe to reoccupy and communicate their determination to the evacuees.
(2) Communication
Communication is a key element in any successful operation. By establishing a Unified Command all participating stakeholders receive the same information at the same time and can work together to develop strategies to solve problems, or the incident objectives. It is essential that during event, response agencies, building officials and facility subject matter experts directly communicate to discuss and resolve issues.

Effective communication begins with the facility Emergency Evacuation Team who is responsible for assisting with building evacuation and also provides essential information to the Unified Command Post on the status of occupancy and the conditions within the facility during evacuation. The Emergency Evacuation Team members provide information to occupants and to the command staff. Conversely with this emergency management structure in place, information from the Unified Command Post should be passed to the Team members for dissemination to the evacuees. It is essential that evacuees be briefed on the situation on a regular basis to avoid rumors and misinformation from circulating. It is also essential that the designated Public Information Officer obtain factual information from the Unified Command Post, and work with the Designated Official to produce scheduled press briefings. There can only be one spokes person for any incident. The spokes person or Public Information Officer must be a trusted source and be capable of working with all of the stakeholders to formulate briefings to the staff and media.

5. Recovery Activities

i) Damage Assessment
After an event takes place the facility management team, facility subject matter experts and technical specialists must determine if the facility is safe to reoccupy. Facility managers must perform a damage assessment to determine if the building is safe for occupants and visitors, that all required systems are operating properly, that any testing results are negative, that any damaged areas are access isolated and that the exit pathways or alternate means of egress are available for immediate use.

ii) Reoccupation
Once it has been determined that the facility is safe to reoccupy the order can be given by the Facility Coordinator to the Emergency Evacuation Team, to staff and visitors. Prior to or at the time of reentry, occupants should be informed as to the cause of the evacuation, any future mitigating actions and the occupants should be informed of any areas which cannot be reoccupied and why.

iii) After Action Reporting
Within a week of an event causing the evacuation of a facility all stakeholders should convene to develop and after action report (AAR). The team should include representatives from the following groups; the designated county official, facility management, facility technical advisors, response agencies, evacuation team, employee groups and others as determined. The AAR should include at minimum the following; an overview of the initiating event, goals and objectives of the report, analysis of outcomes, analysis of the performance of critical tasks by all participating groups, summary and recommendations to include any changes to the evacuation plan. If there are changes made to the evacuation plan, occupants will need to be retrained to the plan changes.

iv) Continuity of Operations
(1) Identification of Critical Operations
When an Oneida County facility is evacuated for an extended period of time the risk of not being able to carry on critical functions becomes a reality. As part of the overall Continuity of Operations Plan (COOP Plan) facilities which house critical functions are key to the ability to deliver critical services to the public and county employees. The County COOP Plan must
include provisions for alternate facilities for critical operations and provisions for alternate work methodologies for non critical functions.

The COOP Plan should list critical operations for each facility and determine alternate facilities where staff can be relocated to carry on critical functions. In addition to the facility, plans should include the requisite infrastructure needed to minimally support critical operations in an alternate facility. Supporting infrastructure includes; parking, voice communications, data communications, storage, staff support areas, visitor support areas, handicap accessibility, security, safety and other valid considerations.

(2) Vital records and databases
COOP plans will require an inventory of vital records and databases including the location where the County’s critical records are being stored. In the event that a facility becomes unusable the Counties COOP Plan shall include a provision for redundant records and databases. The COOP Plan shall also include a process to move and restore critical records and databases.

(3) Delegation of Authority
In the event that a facility requires evacuation for an extended period of time COOP Planning shall include provisions to transfer the authority for the vacated facility to others. While ownership may not change, authority for a facility may be transferred to another agency within county government, to alternate staff members or to an outside contractor until the facility is reoccupied. The delegation of authority should be determined prior to an event and documented.

(4) Caring for Human Capital Management
Human capital is the sum of talent, energy, knowledge and enthusiasm that employees invest in their work. Effective human capital management places the right people in the right jobs to perform essential functions most effectively, it insures that all employees have a clear understanding of what they are to do in an emergency and includes specific protocols for identifying and assisting special needs employees. Employees must be kept informed during emergencies whether they work at the affected site or not. Poor emergency communications can lead to unnecessary anxiety, rumors, or indifference in the workforce draining the County’s ability to perform essential missions.

Employees displaced by an emergency need to be informed during the course of the emergency and during recovery operations so that they will be ready to resume duties when recalled or to support efforts from alternate assigned locations. In a COOP emergency most employees will be expected to go home, remain available and await further instructions. It’s management’s responsibility to know where all employees are and how to contact them.

(5) Devolution of Critical Functions
Devolution is the capability to transfer statutory authority and responsibility for essential functions from an agency’s primary operating staff and facilities to other employees and facilities. While this can be a very difficult to plan for, it may become necessary as the result of a catastrophic event. Devolution is a method of ensuring that essential functions continue for the public or county employees in the event personnel are unable to perform their mission or if an alternate facility is unavailable to support a critical function. As part of their COOP planning County agencies should identify likely triggers for devolution, develop procedures if devolution is required and identify the resources that will be required to continue essential functions under a devolution scenario.

(6) Reconstitution
Reconstitution is the process by which agency personnel resume normal agency functions from the original or replacement primary operating facility. Agencies must identify and outline a plan to return to normal operations. Reconstitution is complex and agencies should appoint a Reconstitution Manager and planning team to plan out the reconstitution process.
APPENDICIES

1 Communication Plan
2 Emergency Procedures for Specific Threats
3 Documentation Forms
4 Muster Point Locations by Facility and Floor
Communication Plan
It is appropriate to insert the Facilities Communication Plan in the appendices since it will be constantly dynamic. It shall be the responsibility of the Facility Coordinator in conjunction with the Emergency Planning Coordinator and the Facility Evacuation Team to review and update the plan every six months and to distribute updates as needed. The Communications Plan shall include the following information as a minimum;
   a) Contact information for all key personnel at each respective facility
   b) Contact information for emergency response agencies
   c) Contact information for damage remediation products or services providers
   d) Designated media outlets
   e) Employee organization representatives
   f) Contract service providers
   g) Systems repair representatives

INSERT COMMUNICATION PLAN HERE
2. **Emergency Procedures for Hazard Specific Threats**

A. **Lock Down Procedures/Shelter In Place**
   If occupants are notified that the facility is being locked down, occupants shall not be allowed to leave or enter the facility. All occupants shall move from the corridors and public areas to an area that can be isolated and secured. All windows and doors shall be closed and occupants shall remain in place until a recognized legal authority provides information that the situation has been resolved and to resume normal operations.

B. **The release or discovery of a contaminating agent**
   - Upon being contaminated occupants shall remain in place, do not track material to another location within the facility.
   - Do not permit anyone to enter the contaminated area unless they are first responders specifically protected to remediate the incident.
   - Immediately report the release or suspected release of a contaminating agent to the 911 Dispatch Center or to the Sheriff’s Department or police agency having jurisdiction.
   - Be prepared to report your name, location, suspected contaminating agent, approximate amount of material or a description of area contaminated, how the release occurred, number of people contaminated and any other pertinent information.
   - After being allowed to evacuate any persons who may have become in contact with a contaminating agent may be directed to a staging area for further evaluation and decontamination.
   - Persons who may have come in contact with a contaminating agent shall file appropriate report with the County Personnel Department.

C. **A reported release or spill of chemical or biological agents**
   - Immediately leave the area and secure the area.
   - Do not open windows or cause material to be spread to other locations within the facility.
   - Call 911 or direct someone to contact 911 to report the incident or pull a manual fire alarm station if necessary.
   - Be prepared to report your name, location, suspected contaminating agent, approximate amount of material or a description of area contaminated, how the release occurred, number of people contaminated and any other pertinent information.
   - Be specific as to the assistance required, police, fire or EMS. Remove contaminated clothing and decontaminate any parts of the body which may have come in contact with the contaminating material.
   - Insure that others remain out of the contaminated area and limit the spread of contamination.
   - Direct someone to bring first responders to the site and inform them what material has been released prior to them approaching the site of the spill or release so that they are adequately protected.
   - If there are subject matter experts available they should report to the command post to inform response personal about the properties of the contaminating agent.
   - Persons who may have come in contact with a contaminating agent shall file appropriate report with the County Personnel Department.

D. **A reported release or spill of radiological agents**
   - Attempt to confine the source of contamination if possible.
   - Leave and secure the area, remove contaminated clothing and footwear and leave it in the contaminated area, evacuate to a staging area and remain there for evaluation.
• Report the event or direct someone to report the event to the 911 dispatcher, and be prepared to report your name, location, suspected contaminating agent, approximate amount of material or a description of area contaminated, how the release occurred, number of people contaminated and any other pertinent information.
• Be specific as to the assistance required, police, fire and/or EMS.
• Begin decontamination procedures insuring that radiological material is being contained for proper disposal.
• If there are subject matter experts available they should report to the command post to inform response personal about the properties of the contaminating agent.
• Persons who may have come in contact with a contaminating agent shall file appropriate report with the County Personnel Department.

E. Bomb Threat or Explosive Device

1). Telephone Threat
• Remain Calm and attempt to engage the caller to obtain the following information;
  • Is the caller male or female, young or old?
  • Note any background noise
  • Note the time the call was received
  • When will it explode?
  • Where is it right now?
  • What does it look like?
  • What kind of bomb is it?
  • What will cause it to explode?
  • Did you place the bomb?
  • Why did you place the bomb?
  • What is your name, address or phone number? If you have caller ID, record the incoming call number.
• While engaging the caller, direct someone else to call 911 to report the incident.
• While it is unlikely that the caller will give up such personal information law enforcement agencies believe it is advantageous to keep the caller talking and obtain as much information as possible.

2). Discovery of an Explosive Device
• Remain calm and move away from the device, secure and evacuate the area.
• Turn off any signal transmitters within the area if possible
• Report the incident to 911 and be prepared to describe the device, size, shape, color, what it is sitting on or near, the location within the facility and any associated suspicious activity.
• Evacuate the building in an orderly manner, do not allow occupants to evacuate through or adjacent to the area where the device is located.
• Evacuate two floors above and two floors below the device by direct voice contact, so as to not cause panic or to direct occupants into the danger zone.
• Upon evacuation of occupants immediately adjacent to the device, block entry to the location of the device and evacuate the building as directed by the police department having jurisdiction.
• Once outside of the facility move as far away from the facility as possible, out of the way of falling glass or building debris should the device detonate. Depending on the size and location of the device, evacuation may need to be several hundreds of feet.
F. **Facility Specific Information**
   Each facility plan shall include information specific to the individual facility. In addition to this comprehensive evacuation plan, each facility is unique and the following information shall be inserted as an appendix to the plan;
   1. Facility notification procedures for staff and public
   2. Location of the Facility Specific Muster Points
   3. Special evacuation procedures or instructions
   4. Information unique to the facility
   5. Special Hazards to be considered at the facility
   6. Points of Contact, Title and contact information (24 hour) for alternate facilities
3. **Documentation Forms**

1) **Check lists**
Check lists are intended to be quick reference guides for operational or position guidance.
- Position checklists innumerate job responsibilities and activities that each person should go through upon assuming an assigned position
- Operational check list innumerate procedures that should be followed as a result of an event or circumstance

2) **Inspection forms and documentation**
Include all templates of forms used at the facility for physical plant or inspection process.

3) **Incident Report**
Template of an incident reporting, accidents or exposure forms for the facility and should be able to answer the following: who, what, when, where, how and why.

4) **After Action Report**
Template of the After Action Report (ARR) form for incidents or exercises and should include the following information; a description of the event or type of exercise, participants, analysis of mission outcomes by participating agencies, key strengths identified during the event or exercise, areas needing improvement, conclusions, recommended plan changes with a defined timeline to integrate required changes, timeline for dissemination and training schedule for plan changes.

**INSERT APPROPRIATE DOCUMENTS AND FORMS HERE**
INSERT MUSTER POINT LOCATIONS BY FACILITY AND FLOOR HERE
POLICIES AND PROCEDURES

- Use of heating producing appliances within the building
- Use of decorations, open flames and interior finishes
- Appropriate use and placement of Fire Extinguishers
- Preservation of exits and the path to the exit discharge
- Muster Point Procedures
- Key Box Procedures
Draft Policy on the use of heat producing appliances at County Facilities

Date of Issue: ______________________
Date of Review: _____________________
Date of Modified: ____________________

Approved by: ________________________ signature __________________________ print
Title: ________________________________

Purpose:
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities. In addition, it is incumbent upon government to practice energy efficiency in the interest of the residents. To that end all heat portable heat producing appliances which are used for personal comfort or for the preparation of food shall be limited.

Definitions
A heat producing appliance is any device used to produce heat from any source and is used as a space heater or for the warming or preparation of food or beverages.

Procedure
1. The use of appliances used to prepare food or beverages shall be confined to a designated food preparation area. Food preparation areas shall be designated by facility management and shall be properly protected by the appropriate fire detection devices to minimize accidental activation of the facility fire alarm system. Food preparation areas shall also be equipped with the proper electrical capacity for heat producing appliances and an appropriate, properly mounted fire extinguisher for occupant use.
2. The use of personal heating devices in County facilities shall be allowed only at the discretion of the individual Facility Coordinator and only after the following measures are taken:
   a. The device shall be registered with the facility coordinator, noting brand, location, brand, model number and serial number.
   b. Personal heating devices shall be inspected under the authority of the facility coordinator and any non-compliant units shall be taken out of service and removed from the facility.
   c. All devices shall carry the Underwriters Laboratory (UL) label and listing for such devices.
   d. Each device shall be compliant with all pertinent codes rules and regulations, shall be equipped with a tip over shut down device, shall not be used adjacent to combustible materials and shall not be required to use an extension cord to be attached to the building electrical service.
   e. The County may choose to prohibit accessory heating appliances or may choose to limit heating appliances with written prior approval, by brand, size, or wattage.
2. Failure to comply with this policy may result in disciplinary actions or as a consequence of disregarding the policy, damages or injury to occupants and visitors as a result of negligence.
Draft Policy on the use of decorations, open flame devices and interior finishes at County Facilities

Date of Issue: ______________________
Date of Review: ____________________
Date of Modified: __________________
Approved by: ______________________ signature ___________________________ print

Title: ________________________________

Purpose
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities. In accordance with the New York State Fire and Building Code, decorations, use of open flame devices or interior finishes within facilities shall be restricted for the purpose of fire safety. The use of combustible trim or decorations will significantly increase fire load and the speed at which fire will spread in the facility. In some instances decorations are placed in a location which obstruct exits or exit paths and compromise the operation of fire protection systems. In addition the use of candles or similar open flame devices is prohibited due to the risk of fire.

Definition
Decorations include the following but are not limited to; seasonal decorations, curtains, wall hangings and other decorative materials suspended from walls or ceilings. Such decorations are prohibited unless the materials are certified and labeled as flame-resistant or non-combustible.

Procedure
1. Facility management shall purchase decorations which have a limited flame spread rating as attested by a certified testing agency. Management shall also limit the amount of flame-resistant decorative materials to 10 percent of the aggregate areas of walls and ceilings in accordance with the NYS Fire Code.
2. Natural cut trees or cut vegetation shall be prohibited within all facilities. Artificial decorative vegetation shall be flame resistant or flame retardant and shall be certified by the manufacturer in an approved manner. This prohibition shall not apply to live plants.
3. No decorations shall or other objects shall be placed to obstruct exits, access to exits, exit signs nor shall any decorations be suspended or attached to any portion of the sprinkler or any other fire protection system or device.
4. The use of candles or other open flame devices used as decorations, to provide aromas or as heating devices shall be prohibited within the facility. Gel type food warming devices shall be permitted when used in combination with the proper food service equipment and provided that a fire extinguisher is immediately available for use.
Draft Policy on the appropriate use and placement of fire extinguishers

Date of Issue:____________________

Date of Review:__________________

Date of Modified:_______________

Approved by:____________________signature_____________________________________print

Title:___________________________

Purpose
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities. In accordance with the New York State Fire and Building Code, fire extinguishers shall be placed and used by the occupants of the facility in the event of an incipient fire.

Definition
An incipient fire is a fire that is in its beginning stages and is still confined to the object of origin and has not spread to any other object or portion of the facility.

Procedure
1. All fire extinguishers shall be distributed and mounted in accordance with National Fire Protection Association 10 and Section 906 of the NYS Fire Prevention and Building Code.
2. Fire extinguishers shall be mounted in a location that is immediately recognizable to the occupants of the building and shall not be obstructed from view. Extinguishers are normally along the route of travel including areas under construction.
3. The appropriate class and type of fire extinguisher shall be mounted within 30 feet of any commercial cooking equipment, in rooms designated for food preparation, where flammable or combustible liquids are stored, used or dispensed and special hazard areas not limited to laboratories, computer rooms and generator rooms.
4. Fire extinguishers shall not be used for any other purpose other than the express purpose for which they were built, located and intended.
5. Employees are not expected to use extinguishers if there is any indication that the use of an extinguisher may delay evacuation to a safe location, nor shall they delay reporting a fire by attempting to use an extinguisher.
Draft Policy on the preservation of exits and the path to the exit discharge

Date of Issue: ________________
Date of Review: ________________
Date of Modified: ________________
Approved by: ___________________ signature ___________________ print
Title: ________________________

Purpose
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities. In accordance with the New York State Fire and Building Code, exits, exit paths and exit access shall be immediately recognized by the occupants of the facility at all times. There is no more important portion of a facility than the exits which are exclusively constructed and maintained for the occupants.

Definition
An exit is that portion of a means of egress system which is separated from other interior building spaces by a fire resistance rated construction and doors as required to provide a protected path of egress travel between the exit access and the exit discharge to the exterior. Exits include exterior doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps and horizontal exits or corridors.

Procedure
1. Where exits or the way to the exit is not immediately recognizable exit signs shall be installed to show the way to the exit discharge. In buildings with a continuous power system, exit signs shall be internally illuminated and the construction of the sign shall be in compliance with applicable standards or codes.
2. Where doors that do not lead to an exit discharge are located along side of exit doors, those non-exit doors shall be labeled NO EXIT with a black on white sign.
3. No material shall be stored in any portion of an exit where it may impede, narrow, confuse or otherwise compromise the ability of the occupants to leave the facility during an emergency situation.
3. During facility renovation or construction all components of the exits shall be maintained accessible to the occupants of the facility. Where construction or renovation affects an exit, alternate exits shall be designated on a temporary basis.
   a. Where temporary exits are established a plan will be devised and approved by the Facility Coordinator, Emergency Evacuation Team, Emergency Planning Coordinator, Safety Officer, and Public Information Officer. The plan shall be reviewed with the construction agent and shall be available for review by the occupants.
   b. Where temporary exits are established occupants shall be notified of the alternate egress plan at least 4 days prior to the execution of any changes.
   c. Where temporary exits are established an abundance of immediately recognizable signage shall be installed so that there is no mistake where the alternate path of egress is located. Temporary floor markings can be very helpful.
   d. Where temporary exits are established, lighting along the exit path will be illuminated at all times and shall be not less than 1 foot candle measured at the floor level. If necessary temporary battery powered back up lighting shall be installed during construction.
Draft Policy on the establishment and use of Muster points

Purpose
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities. If a facility is evacuated, to facilitate accountability and easily disseminate subsequent event information, muster points shall be designated and appropriately utilized.

Definition
Muster points are those areas designated as gathering areas for the occupants of the facility. Muster points are established outside of the high risk areas. High risk areas are those which may include falling debris and those areas where first response vehicles and personnel will be operational. In addition muster points are central locations where accountability can be assessed and information regarding the situation will be communicated.

Procedure
1. Muster points shall be established for each facility.
2. Muster points shall be determined by the Facility Coordinator, Emergency Evacuation Team, Emergency Planning Coordinator, Safety Officer, and Public Information Officer and shall be made part of the individual facility evacuation appendix.
3. Consideration should be given to location in the building, travel distance, and staff grouping by supervisor when muster points are assigned to the occupants.
4. The location of muster points shall be reviewed by the fire department having jurisdiction.
5. Building staff and occupants shall be made aware of the location and use of muster points and evacuation drills shall include the use of muster points.
6. Muster points shall be designated by an immediately recognizable sign designating the muster point. For facilities with more than one muster point, the muster points shall be designated by an alpha designation (Muster Point A, B etc.).
7. Muster points shall be used for confirmation of accountability for all evacuated staff, therefore staff must report to the assigned muster area prior to leaving.
8. Supervisors or their designee shall account for all staff in attendance and report any deviations to the Facility Coordinator located at the facility command post.
9. It must be recognized that facility visitors are not required to report to a muster point and will likely leave the area which will present challenges for total occupancy accountability.
10. It is suggested that while initial muster points may be located outside of the facility, subsequent, secondary or alternate muster points in a protected facility should be considered due to harsh weather conditions. Alternate muster points shall be documented in the facility evacuation plan.
11. Muster points shall be universally accessible by all occupants.
Draft Policy on the use of rapid access key boxes

Date of Issue: __________________
Date of Review: ________________
Date of Modified: ________________
Approved by: ___________________signature_________________________print
Title: __________________________

Purpose
It is the intent of Oneida County government to provide a safe work environment for employees and visitors at all of its facilities and to allow easy access to first response agencies when the building is not occupied. Where appropriate, rapid entry key boxes also known as “Knox” boxes shall be installed in coordination with the fire department having jurisdiction for the facility. In addition to rapid entry key boxes, secure boxes are also available to provide accessibility to elevator keys, documents and secured electrical shut of switches.

Definition
Key access boxes are secure boxes which contain facility access keys or other items and are only able to be unlocked either manually or by radio signal by first response agencies.

Procedure
1. Where it has been determined that a rapid key access box is appropriate, Facility Coordinators shall meet with the fire department having jurisdiction for the facility to discuss, compatibility with current or planned key box systems, accessibility, placement, items to be made available and any other fire department concerns.
2. Rapid access key boxes shall be placed in the agreed location and shall be properly inspected and maintained every six months.
3. It shall be the responsibility of the facility coordinator to inspect the rapid access key boxes twice annually and check for any obvious damage, to make sure the box properly opens and can be re-secured, to make sure the keys stored in the box are up to date and properly operate the doors they are intended to unlock.