

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject EMERGENCY EVACUATION PLANS	Policy Number GD-15
		Effective Date 12-20-24
Related Information Code of Federal Regulations 29 1910.38 GA-3, <i>Operations Manual Format</i>		Supersedes GD-15 (02-04-21)

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the development, implementation, distribution, and review of emergency evacuation plans for all Maricopa County Sheriff's Office buildings and facilities.

POLICY

It is the policy of the Office to provide directions to Office personnel in the event of emergencies requiring evacuation. The Office requires that emergency evacuation plans be developed and kept up to date by the commander of each Sheriff's Office building or facility.

DEFINITIONS

None

PROCEDURES

1. **Division Commander Responsibilities:** Division commanders or designees shall be responsible for the development and implementation of emergency evacuation plans for their assigned division to ensure a safe and orderly evacuation in the event of an emergency.
 - A. Division commanders shall ensure a written emergency evacuation plan is developed for facilities operated by a single organizational unit.
 - B. The affected division commanders shall be responsible for coordinating the development of emergency evacuation plans for shared use facilities.
 - C. The Construction, Maintenance, and Warehouse Operations Division Manager shall be responsible for the development of emergency evacuation plans for the Maricopa County Sheriff's Office Headquarters building.
 - D. The assigned division commander or their designee shall annually review and update emergency evacuation plans, to include emergency evacuation maps and specialized emergency procedures, as needed.
 1. When the annual review has been completed a Line Level Inspection using the allegation LLI-Safety Inspection shall be entered into Blue Team.
 2. The Line Level Inspection Blue Team entry shall indicate whether or not changes were required to include the effective/revised date of the documents.

- E. Division commanders may request assistance/guidance from the Occupational Safety Division and or the Construction, Maintenance, and Warehouse Operations Division for processes related to their specific emergency evacuation plans.
2. **Required Information for Emergency Evacuation Plans:** Each emergency evacuation plan shall meet the minimum requirements listed in the 29 Code of Federal Regulations (CFR) 1910.38. Additionally, the emergency evacuation plans shall contain the required content as specified in Office Policy GA-3, *Operations Manual Format*, and include, but not be limited to, the following:
- A. The rank and position of the person by whose authority an evacuation shall be conducted;
 - B. The chain of command to be followed during an evacuation;
 - C. The rank and position of the person responsible for making appropriate notifications;
 - D. The evacuation routes and locations for evacuated persons to report to;
 - E. The accountability of employees and visitors during an evacuation;
 - F. The priority list of material items to be evacuated, if time permits, such as jail facility door cards, files, evidence, or money in the building or facility safe; and
 - G. Floor plans with evacuation routes. Copies shall be posted in accessible areas of all Maricopa County Sheriff's Office buildings and facilities.