

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>EMERGENCY EVACUATION PLANS</b>	<b>Policy Number</b> <b>GD-15</b>  <b>Effective Date</b> <b>02-04-21</b>
<b>Related Information</b> Code of Federal Regulations 29 §1910.38 GA-3, <i>Operations Manual Format</i>	<b>Supersedes</b>  GD-15 (11-19-05)	

**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 Office buildings and facilities.

**POLICY**

It is the policy of the Office to provide direction to employees 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 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, Warehouse Division Commander 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, as needed.
  
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 priority list of material items to be evacuated, if time permits, such as jail facility door cards, files, evidence, or money in the facility safe; and
- F. Floor plans with evacuation routes. Copies shall be posted in accessible areas of all Maricopa County Sheriff's Office buildings and facilities.