



City of Pittsburgh
Operating Policy

Policy: Evacuation Plan City-County Building	Original Date:
	Revised Date: 9/2009

PURPOSE: To establish guidelines for the evacuation of the City-County Building.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to evacuate all occupants of a floor with an active safety alarm. Each floor has an employee designated as a Floor Marshal. The Floor Marshal has control over the safe and orderly evacuation. The Floor Marshal has a team of employees designated to assist in evacuation as well as a radio to facilitate communication with emergency personnel. The Floor Marshal will account for employees at the rally point and notify employees at the rally point of when it is safe to return to the building.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE

- 1) Alarm sounds on the floor that you are on.
- 2) Employees, contractors, and visitors are to evacuate the building in an orderly fashion. All must remain attentive to any instruction voiced by the Floor Marshal.
- 3) **DO NOT** use the elevators.
- 4) Proceed to the exterior of the building and to your designated rally point.
- 5) Report in at the rally point with the person taking names for your area.

RALLY POINT ASSIGNMENTS

It is imperative that all who evacuated report to their assigned rally point. In the event of an actual emergency each person must be accounted for; otherwise, a rescue effort will be initiated. (See Rally Point Assignments Chart on next page)

Floor Marshals wear reflective vests and at least 2 Floor Marshals at each rally point have radio communication with the Building Marshal in charge of the evacuation.

City-County Building	County Courthouse Courtyard (on Forbes Avenue between Grant and Ross Streets)	One Oxford Center Veranda (On Grant Street, across the street from the front entrance to the City-County Building)
First Floor		
Orphans & Wills	X	
Civil Court Records	X	
City Controller	X	
Finance	X	
Second Floor		
Finance		X
County Controller		X
Third Floor		
Law		X
Public Works	X	
Fourth Floor		
Personnel	X	
Parks & Recreation		X
Fifth Floor		
Mayor's Office		X
City Council		X
Sixth Floor		
CIS		X
Public Works	X	
Seventh Floor		
Courts	X	
Eighth Floor		
PA Supreme Court		X
Court of Common Pleas	X	
Ninth Floor		
County Side		X
City Side	X	