



## City Hall Evacuation and Fire Safety Plan

Administrative Regulation | Facility Usage & Public Access | #12.05

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**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

### Purpose

This regulation is designed to outline clear protocols, procedures, and guidelines to effectively respond to fire emergencies, mitigate risks, and ensure swift, orderly evacuation of City Hall.

### Scope

This administrative regulation applies to all employees, contractors, volunteers, visitors, and members of the public present within City Hall.

### Policy

City employees and the public shall evacuate City Hall in an orderly manner according to the procedures contained in this administrative regulation.

### Procedure

#### 1. Emergency Notification

##### A. **Fire Evacuation**

- a. In the event of fire, the person who discovers a fire will:
  - (1) Activate the fire alarm using the nearest safe pull station.
  - (2) Call **911** from a safe location to report the fire.
  - (3) Close the door to the room where the fire is located, if safe to do so.
  - (4) If trained and the fire is small (e.g., a small trash receptacle), attempt to extinguish the fire using a fire extinguisher.
  - (5) Report the location of the fire to the ***City Hall-Emergency Response Team (CH-ERT)*** member stationed at the center core exit.
  - (6) Use the fire ***alarm system*** only for fire-related evacuations.

## B. Non-Fire Evacuations or Lockdowns

- a. Notification will be initiated by the City Manager or designee.
- b. The **Community Emergency Notification System (CENS)** will be used to:
  - (1) Notify City Hall staff that an evacuation is in process and provide instructions; or
  - (2) Notify City Staff of a **lockdown** and provide special safety instructions.
- c. The City Manager's Office will maintain instructions on accessing **CENS**.
- d. In the event of a non-fire evacuation, **CH-ERT** will activate and assist in evacuation in accordance with this administrative regulation.
- e. **CENS** messaging may be delivered through landline or cellular phone systems.

## 2. Pre-Evacuation Planning and Readiness

### A. Department Director Responsibilities

- a. Department Directors are responsible for maintaining up-to-date evacuation plans that provide for:
  - (1) Assignment of personnel to serve on **CH-ERT**.
  - (2) Posting evacuation maps and brief instructions in prominent locations, especially in public-facing areas (Development & Public Works staff will post evacuation posters in the lobby and public meeting rooms);
  - (3) A method for quickly securing money and valuables;
  - (4) Forwarding reception phones to a pre-programmed number designated by Information Technology;
  - (5) Designation of department lead at the **evacuation point**; and
  - (6) Annual training of City Hall and departmental evacuation plans.

### B. Additional Department-Specific Responsibilities

- a. Development & Public Works shall:
  - (1) Maintain traffic barricades for restricting access beneath City Hall when necessary; and.
  - (2) Ensure keys for all pool cars readily available.
- b. Information Services shall:
  - (1) Develop and maintain a method to inform callers that City Hall is temporarily closed during an evacuation.
- c. Library shall:
  - (1) Maintain an evacuation plan that addresses evening and weekend operations and the

care and custody of child patrons.

### **3. Evacuation Procedures**

- a. All occupants (employees, contractors, and members of the public) must evacuate the building promptly and safely and quick manner.
- b. Occupants must proceed to street level, walk away from the building, and report to the designated *evacuation point* located at the parking lot at the southwest corner of 5th and B streets.
- c. Occupants must not walk beneath City Hall or attempt to move vehicles unless directed by ***public safety personnel***.
- d. Police will be notified and will provide building security and traffic control as needed.
- e. Except at the direction of *public safety personnel*, no individual may re-enter City Hall during an evacuation.

### **4. Evacuations Outside Normal Business Hours**

- a. Until *public safety personnel* arrive, the highest-ranking City employee on site is responsible for directing evacuation activities occurring outside of normal business hours.

### **5. City Hall Emergency Response Team (CH-ERT) Responsibilities**

- a. *CH-ERT* members shall:
  - (1) Designate “last person out” for each building section to verify evacuation of rest rooms, vaults, and enclosed rooms;
  - (2) Monitor assigned exits to prevent re-entry until clearance is granted;
  - (3) Report ***sweep*** status to the *CH-ERT* member at the center core exit and the department lead at the *evacuation point*; and
  - (4) Refrain from performing these duties when doing so would place them in direct danger.

### **6. CH-ERT Section Assignments**

#### **A. *CH-ERT* members from designated building sections will:**

- a. Check assigned public spaces (bathrooms and meeting rooms);
- b. Secure exits and prevent unauthorized entry;
- c. Secure elevators if assigned; and
- d. Reports section status to the center core exit.

#### **B. Library Section:**

- a. Secure west City Hall exits and elevator;
- b. Check west lobby bathrooms.

- C. **DPW-NW Quad Section:**
  - a. Check City Hall lobby;
  - b. Sever as ***Evacuation Point Coordinator***.
- D. **Admin Services Section:**
  - a. Secure freight elevator and North City Hall exit;
  - b. Check north public restrooms.
- E. **City Attorney Section:**
  - a. Monitor center core exit.
- F. **DPW-SE Quad Section:**
  - a. Secure East City Hall exit.
- G. **City Manager's Office (CMO) Section:**
  - a. Secure South City Hall exit.
  - b. Check public meeting rooms/council chamber.

**7. Assistance for Persons with Disabilities**

- a. *CH-ERT* members shall assist individuals with disabilities in their assigned areas to reach the nearest safe exit or *refuge* location on the balcony level near main stairwells.
- b. *CH-ERT* shall notify *public safety personnel* and when feasible, remain with the individual until assistance arrives.
- c. The Museum elevator and School District elevator may be used to assist individuals to ground level if determined safe and operable.

**8. Evacuation Point Accountability**

- a. All city employee present in or near City Hall at the time of the evacuation must report to the *evacuation point*, unless assigned to *CH-ERT* duties.
- b. The designated *evacuation point* is the parking lot at the southwest corner of 5th and B.

**9. Post Evacuation Procedures**

- a. In the event of inclement weather or prolonged evacuation, the City Manager or designee may direct employees to seek shelter or be released.
- b. Executive Team members must report to the City Manager or designee at the *evacuation point*.
- c. DPW Building Maintenance staff must report to center core exit.
- d. The City Manager or designee will determine whether City vehicles may be removed from

beneath City Hall.

(1) The Development & Public Works Director shall maintain keys to all pool vehicles at the *evacuation point*.

- e. The *Evacuation Point Coordinator* will provide status updates and authorization release of personnel only as directed.
- f. Employees returning to City Hall during the evacuation but report to the *evacuation point*.
- g. Employees must remain at the *evacuation point* until released.
- h. Regardless of alarm status, no one may re-enter City Hall until is provided by the City Manager or designee.

#### **10. Fire Safety Hazards and Prevention**

- a. City Hall fire hazards include ordinary combustibles and electronic equipment.
- b. DPW Building Maintenance staff are responsible for:
  - (1) Ensuring that trash is removed;
  - (2) Abating identified fire hazards promptly;
  - (3) Annual inspection of sprinkler system;
  - (4) Annual inspection of fire extinguishers; and
  - (5) Annual inspection of fire *alarm system*
- c. All employees must:
  - (1) Report observed fire hazards to their supervisor immediately.

#### **11. Plan Review, Maintenance, and Testing**

- a. This Evacuation and Fire Safety Plan will be jointly reviewed by the Development & Public Works Operations Division and the Eugene/Springfield Fire Department.
  - (1) Annually;
  - (2) When staff assignment change; or
  - (3) When building layout changes occur.
- b. Proposed changes require Executive Team approval.
- c. The plan will be tested through an annual fire drill or upon significant revision .

#### **12. Training**

- a. Department Directors shall ensure All City Hall employees review this plan annually.
- b. New employees will receive oriented to this plan.

## Definitions

<b>Term:</b>	<b>Definition</b>
<b><i>Alarm System</i></b>	The building's integrated fire alarm and notification system used to alert occupants of fire or <b>emergency</b> conditions and initiate evacuation procedures.
<b><i>Community Emergency Notification System (CENS):</i></b>	The Community Emergency Notification System.
<b><i>City Hall-Emergency Response Team (CH-ERT):</i></b>	The City Hall Emergency Response Team.
<b><i>Emergency:</i></b>	Any unplanned event that poses an immediate risk to life, health, property, or City operations and requires prompt response, evacuation, or protective action.
<b><i>Evacuation Point:</i></b>	The individual designated to manage accountability, communication, and release of personnel at the Evacuation Point during an emergency.
<b><i>Lockdown:</i></b>	A safety procedure used to restrict movement within a building to protect occupants from a threat when evacuation is unsafe or impractical.
<b><i>Public Safety Personnel:</i></b>	Emergency responders, including police, fire, and emergency medical services, authorized to direct evacuation, restrict access, and declare a building safe for re-entry.
<b><i>Sweep (or Section Sweep)</i></b>	A systematic check of assigned rooms, restrooms, and enclosed spaces conducted by CH-ERT members to verify that all occupants have evacuated.
<b><i>Refuge:</i></b>	A designated safe location, such as a balcony or stairwell landing, where individuals with disabilities may wait for assistance during an evacuation.

## Related Resources