

# City of Topeka Policy

## Employee Safety

### EMPLOYEE SAFETY POLICY

**Purpose:** To provide current written evacuation procedural policies and protocols for employees and visitors describing what to do in certain emergency situations.

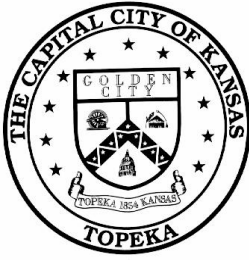
**Applicability:** To all city employees.

**Effective Date:** March 1, 2006

#### 1. GENERAL

##### A. Normal/most conditions

1. All employees and elected officials will comply with all applicable federal, state, and local safety rules, and with City of Topeka safety policies, at all times.
2. All City properties will be maintained in such a manner as to provide reasonable safety to all employees and visitors, including appropriate building security systems, appropriate fire protection and equipment maintenance, elimination of hazards, etc.
3. The City will maintain current written *Evacuation Procedural Policy* and protocols for employees and visitors describing what to do in case of fire, tornado, bomb threat, chemical spill, biohazard, terrorist attack, hostile intruder, shelter-in-place, building security, and other safety/hazardous situations as may be deemed necessary. Specialized training will also be provided before employees may use hazardous equipment or substances.
4. Each employee will receive a copy of these written policies. New employees will receive these as part of a general safety orientation and training during their first week of employment.
5. Each employee will receive ongoing safety training at least once (1) per quarter.
6. Safety drills for fire, tornado, malicious intruder, air-handling shutdown, etc., will each be conducted on a regular basis at each site, but no less than once (1) per year. Participation in drills is mandatory.



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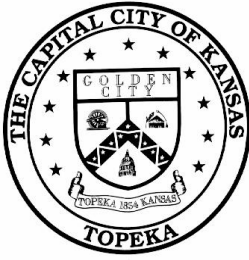
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7. All safety equipment, including alarms, PA systems, fire extinguishers, emergency lighting, etc., will be tested regularly and maintained for optimal performance.
8. Each site will designate and train Safety Captains.
9. Employees are required to wear official photo ID badges, renewed every four (4) years.
10. Vendors are required to wear an official vendor ID badge.

### 2. CUSTOMIZED SITE-SPECIFIC PLANS

#### A. Normal/most conditions

1. Each building and site will designate Safety Captains who will work in conjunction with the City's Risk Investigator/Safety Coordinator to develop and maintain a site-specific *Evacuation Procedural Policy*.
2. Each building and site will maintain vigilant security, reporting suspicious individuals and objects to the supervisor or police.
3. Each building and site will determine in advance the primary and secondary exits that will be used in case of evacuation. These routes will be prominently posted in diagrams throughout each site. (You are here; exit is this way...)
4. Each building and site will determine and drill the primary and secondary re-assembly points where evacuated employees should meet for a head count. These points may vary, depending on the nature of the evacuation.
5. Each building and site will maintain a list of its current employees, for the purpose of accounting for all employees following an evacuation.
6. Each building and site will maintain a list of individuals who may require assistance evacuating the building, in accordance with ADA criteria. Advance plans will be developed and drilled to assist these individuals. Employees should also be alert to offer assistance to guests and customers who may require assistance.



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7. Each building and site will determine and drill a lock-down procedure to secure the site from a hostile intruder.
8. Each building and site will determine and drill a shelter in place area, and will have appropriate supplies on hand.
9. Each building and site will designate and drill primary and secondary designees for each shift who will shut down the HVAC system in case of chemical spill or biohazard.

#### 3. **Homeland Defense: Red Alert**

In addition to our regular safety policies, equipment, and drills, when a Red Alert is declared, or when other circumstances dictate, employees and visitors can expect additional security and safety measures to be implemented. These will include but are not limited to:

- A. An armed uniformed officer with metal detector at the front door of City Hall and other sites as appropriate;
- B. Visitors must sign-in upon entering each site, and must be escorted to and from their designation inside each building;
- C. Vehicle access and parking restrictions will apply in accordance to site-specific plans;
- D. A central mail-handling and examination system will be implemented as appropriate.
- E. Appropriate site-specific security as appropriate.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO EMPLOYEE SAFETY.

Approved:

Neil Dobler, Acting City Manager  
February 15, 2006