

DC Office of Risk Management Emergency Evacuation Plan

2014



**Jed Ross
Chief Risk Officer**

Table of Contents

Introduction	3
Fire Code Check List	4
Communication	7
Employee Training and Response Procedures	9
Occupant Responsibilities	12
Building Emergency Preparedness Team Roster	15
Emergency Evacuation Drills	16
Egress	17
Fire Safety Plan	18
Fire Emergency	19
Other Types of Emergencies - Bomb Threat - Hazardous Materials - Weather Emergencies - Suspicious Packages	21
Earthquake Procedures	27
Unarmed Violent intruder Procedures	32
Armed Violent Intruder or Active Shooter	34
Evacuation Procedures for Persons with Disabilities	36
Area of Refuge (Area of Refuge)	43
Shelter-In-Place	44
Emergency Contact Information	47
Floor/Site Plan Legend	48
8th Floor Plan	49
5th Floor Plan	50

Site Plan	53
Primary Assembly Area	54
Secondary Egress Area	55
<i>Attachments / Blank Forms</i>	
a. Area of Refuge Notification Information	56
b. Employee Training Record	57
c. Emergency Evacuation Drill Record	58
e. Emergency Contact Information	59
f. Reasonable Accommodation Form	60
g. After Drill/Incident Action Report	61
h. Suspicious Mail or Packages	63



Introduction

The District of Columbia Office of Risk Management (DCORM) is located at 441 4th Street NW, Suite 800 South and Suite 510 South, Washington, DC. DCORM is located on the south side of the building.

The mission of the Office of Risk Management is to provide risk identification, analyses, control and financing direction, guidance and support to District agencies so that they can minimize the total cost of risk. The Office of Risk Management is comprised of Risk Identification Analysis Control (RIAC), Public Sector Workers' Compensation Program (PSWCP), and Tort Liability Department (TORT). **There are approximately 20 employees including a number of contract personnel and visitors to the office.**

The District of Columbia Office of Risk Management (DCORM) policy on fire and other emergencies specifies that the DC Department of Fire & Emergency Medical Services (DCFEM) is the primary agency responsible for managing fire, medical, and other related emergencies, and the Metropolitan Police Department (MPD) is the lead agency for bomb threats, suspicious packages, and other criminal activities. Occupants should call 9-911 as quickly as possible during an emergency. In the event of a fire emergency the building has pull stations throughout that may be used.

The Director of the DC Office of Risk Management or their designee shall be notified of any emergencies at this location.

Scope of Plan

The scope of this plan is to provide the occupants and visitors of 441 4th Street, Suite 800 South and Suite 510 South with information and procedures for evacuating this area safely during an emergency or needed to shelter-in-place. This plan shall function in coordination with the general building evacuation plan and the District Response Plan. This plan was developed in collaboration with the occupants of DCORM and includes emergency evacuation information for persons with disabilities.

General Description of the Office Building

One Judiciary Square (441 4th Street NW) is a 12-story office building constructed in 1989 and is currently managed by the Department of General Services. The office building is located on the city block bounded by E Street NW to the north, 3rd Street NW to the east, D Street NW to the south and 4th Street NW to the west. There are 3 below-ground levels. The office building is principally constructed of concrete, steel and glass. Interior rooms are primarily constructed of drywall on top of metal studs. There is a 12th floor referred to as the penthouse above the 11th Floor (this area of the building houses the HVAC and other equipment). The building has a designated Emergency Operations Center located on the 1st Floor adjacent to the fire control room, from which a building response to an earthquake may be coordinated by the Incident Commander, providing that area is still safe.

The building features a communication system and fully monitored alarms. The building also has alarm signal appliances and automatic detectors. There is also a back up fire system.

**2006 INTERNATIONAL FIRE CODE
SECTION 404**

**FIRE SAFETY AND EVACUATION PLANS
CHECK LIST**

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

- ☐ **Page 16, 17** 1. Emergency egress or escape routes and whether evacuation of the building is to be completed or, where approved, by selected floors or areas only.
- ☐ **Page 17** 2. Procedures for employees who must remain to operate critical equipment before evacuating.
- ☐ **Page 16** 3. Procedures for accounting for employees and occupants after evacuation has been completed.
- ☐ **Page 31** 4. Identification and assignment of personnel responsibility for rescue or emergency medical aid.
- ☐ **Page 18** 5. The preferred and any alternative means of notifying occupants of a fire or emergency.
- ☐ **Page 7** 6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- ☐ **Page 31** 7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- ☐ **Page 7** 8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provide.

404.3.2 Fire safety plans. Fire safety plans shall include the following:

- ☐ **Page 7** 1. The procedure for reporting a fire or other emergency
- ☐ **Page 19, 37** 2. The life safety strategy and procedures for notifying, relocating, evacuating occupants
- 3. Site plans indicating the following:
 - o **Page 36, 38** 3.1. The occupancy assembly point
 - o **Page 33** 3.2. The locations of fire hydrants
 - o **Page 33** 3.3. The normal routes of fire department vehicles access
- 4. Floor plans identifying the locations of the following:
 - o **Page 34** 4.1 Exits
 - o **Page 34** 4.2 Primary evacuation routes
 - o **Page 34** 4.3 Secondary evacuation routes
 - o **Page 34** 4.4 Accessible egress routes
 - o **Page 34** 4.5 Areas of refuge
 - o **Page 34** 4.6 Manual fire alarm boxes
 - o **Page 34** 4.7 Portable fire extinguishers
 - o **Page 34** 4.8 Occupant-use hose stations
 - o **Page 31, 34** 4.9 fire alarm enunciators and controls
- ☐ **Page 24** 5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- ☐ **Page 31** 6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- ☐ **Page 31** 7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.4 Maintenance. Page 7. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignment occupancy, or the physical arrangement of the building.

404.5 Availability. Page 7. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

**2006 INTERNATIONAL FIRE CODE
SECTION 405**

**EMERGENCY EVACUATION DRILLS
CHECK LIST**

- ☐ **Page 8 405.1 General.** Emergency evacuation drill complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when when required by the fire code officials. Drills shall be designed in cooperation with the local authorities.
- ☐ **Page 8 405.2 Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.
- ☐ **Page 8 405.3 Leadership.** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.
- ☐ **Page 8 405.4 Time.** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.
- ☐ **Page 8 405.5 Record keeping.** Records shall be maintained of required emergency evacuations drills and include the following information:
 - o **Page 40 1.** Identity of the person conducting the drill
 - o **Page 40 2.** Date and time of the drill
 - o **Page 40 3.** Notification method used
 - o **Page 40 4.** Staff members on duty and participating
 - o **Page 40 5.** Number of occupants evacuated
 - o **Page 40 6.** Special conditions simulated
 - o **Page 40 7.** Problems encountered
 - o **Page 40 8.** Weather conditions when occupants were evacuated
 - o **Page 40 9.** Time required to accomplish complete evacuation

**TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION**

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	Employees
Group E	Monthly	All occupants
Group I	Quarterly on each shift	Employees
Group R-1	Quarterly on each shift	Employees
Group R-2	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees
High-rise Buildings	Annually	Employees

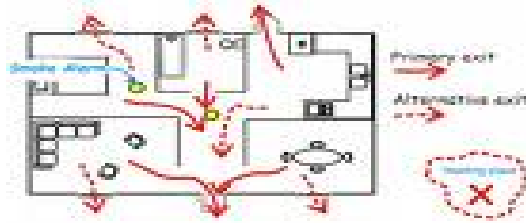
- ☐ **Page 16 405.6 Notification.** Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.
- ☐ **Page 16 405.7 Initiation.** Were a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- ☐ **Page 16 405.8 Accountability.** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.
- ☐ **Page 16 405.9 Recall and reentry.** An eclectically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

Reporting Agency

Reviewed by

Date

Communications



Communication of the Emergency Evacuation Plan

- The plan for DCORM will be provided to all employees in written format and via email as a Word document. **404.4**
- A desk reference will also be provided with pertinent information for the occupants.
- The information will also be provided in alternative formats upon request.
- A copy of the plan will be at the front desk in written format (Word document) for occupants or visitors.
- A copy of the plan will be available on the DCORM intranet and internet sites.
- This plan is updated annually. **404.5**

Anyone may request a copy of this plan in an alternative format by contacting the Office of Risk Management at (202) 727-8600. You may also visit our office at 441 4th Street NW, Suite 800 South, Washington DC 20001.

Communicating During an Emergency – Preferred means of reporting fires and other emergencies

- All fires must be reported to the fire department by calling 9-9-1-1 or utilizing a pull-station, even if the fire is completely out. Failure to report a fire, even when extinguished may result in penalties and fines. **404.3.1 (6)**
- If you smell smoke and no fire or source of the smoke is evident, activate the building fire alarm and call the fire department 9-9-1-1. **404.3.2 (1)**
- If you smell an odor that you believe to be natural gas or other dangerous substance, do not operate any light switches and call the fire department (9-9-1-1) or use a pull station from a safe, odor free location and follow the operator's instructions.
- When the fire alarm system is activated, a continuous general alarm will sound on the floor or alarm activation, the floor above and the floor below. The alarm signal will sound intermittently throughout the rest of the building, until either a general alarm is manually actuated, or the system automatically times into general alarm. **404.3.1 (8)**
- This building has a public address system.
- There are fire phones in each stairway.
- The alarm system has both visible (strobe light) and audible alarms.

Alternative means of reporting a fire

404.3.1 (6)

- A cell phone may be used to call 9-1-1
- All employees of DCORM are encouraged to register with **AlertDC** on their District owned devices. This system provides information in both written and audible formats during emergencies.
- In the event that a person is not able to safely evacuate from the building, the information will be communicated to the Floor Warden and Assembly Area Monitor and provided to the Incident Commander by telephone, email, and in person.



Fire Safety Training

Training of all DCORM employees is an important part of the emergency response plan.

- All employees will be trained at a minimum annually. 405.1, 405.2
- Responsibility for the planning and conduct of drills shall be assigned to the Occupational Safety and Health Manager or his/her designee. 405.3
- Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. 405.4
- All new employees will be provided a copy of the plan and training on emergency evacuation procedures on their first day at DCORM.
- A record of the training will be kept by the supervisor, Occupational Safety & Health Manager, and a copy will be provided to the employee. 405.5
- All employees of the Office of Risk Management will be provided training as outlined below.



EMPLOYEE TRAINING AND RESPONSE PROCEDURES

406(1), (2)

General- Employees in the occupancies listed shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans (International Fire Code 2006 edition, 406 Employee Training and Response Procedures).

Frequency- Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request. Record of training will be kept in the RIAC office by the Occupational Safety and Health Manager.

Employee Training Program

406.3

Employees shall be trained in fire prevention, evacuation and fire safety in accordance with:

Fire prevention training:

Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Evacuation training:

Employees shall be familiar with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Fire safety training:

Employee's assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

REQUIRED EMERGENCY PREPAREDNESS TRAININGS

Fire and Emergency Procedures

General Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the code official upon request.

406.3 Employee training program. Employee shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.

Employee duties during a fire or emergency evacuation

(Training shall be based on these plans and as described in Section 404).

Fire hazards and materials in the workplace

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Proper procedures for preventing fires

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Fire alarm and evacuation signals

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Evacuation routes

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Areas of Refuge

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Exterior assembly areas

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Evacuation Procedures

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Location of portable fire extinguishers or other manual fire-fighting equipment and protective clothing.

406.3.3 Fire Safety Training. Employee's assigned fire fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or Equipment required for its safe and proper use.

EMPLOYEE TRAINING RECORD

406

Name of training: Fire and Emergency Response Procedures

Employee: _____

Orientation: _____ Date: _____

Annual: _____ Date: _____

_____ Employee duties during a fire or emergency evacuation

_____ Fire hazards and materials in the workplace

_____ Proper procedures for preventing fires

_____ Fire alarm and evacuation signals

_____ Proper use of fire extinguisher

_____ Evacuation routes

_____ Areas of Refuge

_____ Exterior assembly areas

_____ Evacuation procedures

_____ Location of portable fire extinguishers or other manual fire-fighting
Equipment and protective clothing

_____ Rescue devices/chairs (if utilized)

Employee Signature: _____ Date: _____

Instructor/Supervisor Signature: _____ Date: _____

Occupant Responsibilities

All occupants of the Office of Risk Management are provided a copy of Occupant Responsibilities in their plan as well as a copy for quick reference at their desk. A copy is posted by the sign-in/out board, at the front desk, in the employee break room, work room and near the exits. Employees will receive training yearly on the emergency plan which includes occupant responsibilities.

All occupants are responsible to:

1. Know how to report an emergency – 911, emergency phones, etc.
2. Report emergencies rapidly; time is critical
3. Know how to activate the building fire alarm system
4. Where the closest exits are to you
5. Participate fully in all drills and trainings
6. Know where you are to meet once you evacuate
7. Know the primary and secondary exit routes are from your location
8. Listen to the Floor Wardens and Assistant Floor Wardens for directions
9. Take all emergencies seriously including: (report all emergencies immediately)
 - Building alarms
 - Smell of smoke
 - Observing flames/fire
 - Warnings from other occupants
 - Arrival of the fire department
10. Review a copy of the emergency procedures and be familiar with them, ***before an emergency arises.***
11. Know how you will react if you are faced with an emergency. If you will need assistance, notify your supervisor or floor warden prior to an emergency.
12. Judge the threat level for your safety
 - Evidence of a threat to your safety such as smoke or fire
 - Conditions in your immediate area
 - Your physical ability to evacuate or relocate
 - The needs and abilities of others in your immediate area
 - Additional information/cues you receive
13. Decide if you need to evacuate the building
14. Keep a clear aisle to all exits (there should be a path with a minimum width of 32 inches)
15. Keep exits clear at all times
16. Report any problems with the exits or alarm systems to your building management immediately
17. If you are working outside the normal working hours for your building, notify building security upon entering the building.

Building Emergency Response Team (BERT)

All members of the DCORM BERT team will use either cell phones-phone or text, bullhorns to communicate any information during the incidents via these devices. All members should also carry a pen or pencil and paper.

Due to the number of employees in the Office of Risk Management, the BERT will consist of the following; one Floor Warden, two Assistant Floor Warden. Each supervisor will act as a Zone Monitor and Assembly Area Monitor, responsible for accounting of their staff. DCORM also utilizes a Special Assistance Monitor and Buddy's.

Any of the following responsibilities should not in anyway delay the safe evacuation of the BERT members.

Anyone who chooses to be a BERT member should:

- Be physically able to perform the duties
- Participate in any required training
- Be thoroughly familiar with the building layout
- Be aware of any employees who may need assistance in an emergency
- Be familiar with the emergency preparedness plan

Floor Warden

Floor Warden(s) will be responsible for coordinating and implementing emergency evacuations, utilizing the approved plan, for their assigned floor or area to ensure all occupants have evacuated the building. They are also responsible for verifying the evacuation of all spaces, including restrooms. They will receive and dispatch information and instructions relating to a given emergency.

It is the responsibility of the Floor Warden to ensure the safe, timely evacuation of all persons from the area. The Floor Warden should be aware of any person who may need assistance in evacuating the area. If someone is not able to evacuate the area they should be directed to the *Area of Refuge* to await rescue. If the person with a disability is assigned a Buddy, they are responsible to ensure the Buddy is there to provide assistance. It is the responsibility of the Floor Warden to report to the Fire and Emergency personnel the location of any persons with disabilities that need further assistance or who are in an *Area of Refuge*.

In the event an individual* refuses to leave or has difficulty in leaving the area:

- Do not negotiate with them
- Provide calm, clear, and firm directions
- Notify Fire and Emergency personnel of their location if they are not able to be evacuated

(* This may be a person with a hidden disability, i.e., anxiety disorder, PTSD, etc.)

Assistant Floor Warden

Assistant Floor Wardens are responsible, along with the Floor Warden, to see that all personnel leave their area(s) and go to the nearest stairway or designated exit for their safety. They should listen for any new information, and if questions arise, they should get direction from the Floor Warden. They will take no action without checking with the Floor Warden, except under extreme circumstances. The Assistant Floor Warden's are responsible to notify the Floor Warden of anyone who is not evacuated including name and location of the individual. If the Floor Warden is unavailable, the Assistant Floor Warden will report to Fire and Emergency Services the name and location of the individual(s) who were not evacuated.

Zone Monitors

Zone Monitors are responsible for making sure no one is left in their area and all doors are closed to reduce the spread of fire and smoke.

Important areas to be searched along with visible areas are rooms and areas that are not directly visible; work rooms, file rooms, restrooms, etc. to ensure everyone has been evacuated.

They should report to the Floor Warden when they have completed their search or if any problems exist.

Assembly Area Monitors

The Office of Risk Management utilizes a sign-in/out sheet. During an incident this sheet will be taken to the assembly area and utilized as a part of the identification of employees in the building.

Assembly Area Monitors are employees assigned to monitor assembly points and take attendance as occupants arrive. They shall assist the Floor Wardens to review each Floor Warden's report and shall assemble the names of all individuals identified as unreported. If anyone is in an *Area of Refuge*, they must be reported to the Fire and Emergency Services along with their location, if known. This list shall be forwarded to the Fire Department Incident Commander.

For persons with disabilities

The Office of Risk Management utilizes a *Buddy System* and a *Special Assistant Monitor*. Anyone who would like to request a reasonable accommodation may do so by contacting their supervisor, a member of the BERT, the Occupational Safety & Health Manager or the Office of Risk Management at (202) 727-8600. Requests for assistance may be made at any time prior to or during an emergency and will be kept confidential.

Special Assistance Monitor

Special Assistance Monitor will provide assistance and information for the person(s) with disabilities. They will work with the person(s) with disabilities to know how best to provide assistance during the emergency. The Special Assistance Monitor will also provide information to the Floor Warden and Assembly Area monitor if any person(s) with disabilities are not able to evacuate safely and must utilize the Area of Refuge. They will complete the Area of Refuge information sheet and provide it to the Assembly Area Monitor and the Incident Commander. Once they reach the Assembly Area Monitor and provide the information they will continue to ensure any persons in the Area of Refuge are provided assistance. The Special Assistance Monitor and the person(s) with disabilities in the Area of Refuge should be in contact via walkie-talkies during the event. The Special Assistance Monitor will also provide assistance during Shelter-in-Place incidents.

Anyone who may have difficulty evacuating the building may request a reasonable accommodation. An accommodation form can be found in their emergency evacuation plan, on DCORM's intranet site, from a BERT member or from their supervisor.

If an individual with a disability is able to safely evacuate on their own, they are encouraged to do so and will be directed to the nearest stairway or designated exit.

If they have a Buddy, the Buddy that has been assigned to assist occupants with disabilities during emergencies should meet the person with a disability and provide the required assistance.

If they cannot evacuate on their own they should be directed/assisted to either the *Area of Refuge* or *Shelter-In-Place* location, depending upon the emergency situation.

DC Office of Risk Management
FLOOR SAFETY TEAM ROSTER

Building: 441 4th Street NW
Floor: 8th Floor, Suite 800 South

FLOOR WARDEN (1):

Name: [Thomas Herbert](#) Title: [Occupational Safety and Health Specialist](#)
Phone: [\(202\) 727-8474](#) Email: Thomas.Herbert@dc.gov

ASSISTANT FLOOR WARDENS (2):

Name: [William Clyde Thomas](#) Title: [Program Analyst to the Director](#)
Phone: [\(202\) 727-2492](#) Cell Phone: [\(202\) 271-6731](#) Email: Wiliam3.thomas@dc.gov

ZONE MONITORS (3):

Name: [Brian Larman](#) Title: [Occupational Safety & Health Specialist](#)
Phone: [\(202\) 727-7768](#) Cell: [\(202\) 380-8363](#) Email: Brian_Larman@dc.gov
Name: Title:)
Phone: Email:

ASSEMBLY AREA MONITORS (2):

Name: [Valerie Evans](#) Title: [Office Manager](#)
Phone: [\(202\) 727-9006](#) Email: Valerie.Evans@dc.gov
Name: [Lashonda Wright](#) Title: [Tort Liability Supervisor](#)
Phone: [\(202\) 724-6576](#) Cell Phone: [\(202\) 615-2541](#) Email: Lashonda.Wright@dc.gov

Building: 441 4th Street NW
Floor: 5th Floor, Suite 510 South

FLOOR WARDEN:

Name: [Lashonda Wright](#) Title: [Claim Specialist](#)
Phone: [\(202\) 724-6576](#) Cell Phone: [\(202\) 615-2541](#) Email: Lashonda.Wright@dc.gov

ZONE MONITOR:

Name: [Robert Carter](#) Title: [Claims Adjustor](#)
Phone: [\(202\) 727-8265](#) Email: Robert.Carter@dc.gov

ASSEMBLY AREA MONITORS (2):

Name: [Valerie Evans](#) Title: [Office Manager](#)
Phone: [\(202\) 727-9006](#) Email: Valerie.Evans@dc.gov
Name: [Lashonda Wright](#) Title: [Tort Liability Supervisor](#)
Phone: [\(202\) 724-6576](#) Cell Phone: [\(202\) 615-2541](#) Email: Lashonda.Wright@dc.gov

Emergency Evacuation Drills

404.3.2 (2)

The Office of Risk Management believes practicing a plan is essential for the safe evacuation of all personnel and visitors, and is committed to having drills at a minimum of annually. **405.1, 405.2**

- The drills will be conducted by the Occupational Safety and Health Manager in coordination with the BERT. **405.3**
- The Occupational Safety and Health Manager will notify the Fire Code Official prior to any drill.
- Although not required by fire code, prior notification of emergency evacuation drills can be given to fire code official. **405.6**
- At least one time per year the drill will include the use of the alarm system.
- The scenario of the drills will be varied to include shelter-in-place and evacuation of the building to familiarize employees of various types of incidents.
- The time of the drills will be varied. **405.4**
- Evacuation drills shall be initiated by activating the fire alarm system. **405.7**
- A record of all drill will be kept and include: **405.5 (1-9)**
 - Identity of the person conducting the drill
 - Date and time of drill
 - Notification method used
 - Staff members on duty and participating
 - Number of occupants evacuated
 - Special conditions simulated
 - Problems encountered
 - Weather conditions when occupants were evacuated
 - Time required to accomplish complete evacuation
- Occupants will be accounted for at the assembly area by the Assembly Area Monitor using a current employee list. **404.3.1 (3), 405.8**
- Recall-reentry-
 - No employee will return to the building until the Incident Commander has notified the Floor Warden or Director of the Office of Risk Management (or designee) that it is safe to return employees/visitors.
 - The Floor Warden will notify the Assembly Area Monitor who will notify the employees they may return by bullhorn. **405.9**
 - No employees will leave the assembly area until after the Incident Commander has notified the Floor Warden that it is safe to return to the building.
 - If employees will be dismissed for the day, the Director of the Office of Risk Management or their designee will provide notification.
- An after-drill meeting will be held immediately after the drill to discuss the drill and any revisions to the plan or training needed for employees.
 - An after-drill report will be completed and sent to the Director of the Office of Risk Management.
 - A copy of the report will be maintained in the Office of Risk Management.

Primary Egress from DCORM

404.3.1 (1)

The primary means of egress for the Office of Risk Management, **Suite 800 South** is the door past the kitchen leading to the hall (employee entrance). The stairwell is immediately to the right as you leave the office suite. Everyone should proceed to the ground floor. At the ground floor there is a gate which is unlocked that enters into a hall. Proceed down the hall and turn left at the end. You will proceed down a short hall and make another left. This leads to the back corridor of the building and is adjacent to the loading dock. Exit out the loading dock to the corner of 3rd and E Streets. Turn left when exiting the loading dock and walk to the corner of 3rd and E street. Turn right and cross 3rd street and walk past the Tax Court across the overpass for I 395. The assembly area is at the corner of 2nd and E Street NW, by the iron fence. Do not cross to the Federal City Shelter.

The primary means of egress for the Office of Risk Management, **Suite 510 South** is the side door (employee entrance). When exiting turn left and the stairwell is immediately to the right as you leave the office suite. Everyone should proceed to the ground floor. At the ground floor there is a gate which is unlocked that enters into a hall. Proceed down the hall and turn left at the end. You will proceed down a short hall and make another left. This leads to the back corridor of the building and is adjacent to the loading dock. Exit out the loading dock to the corner of 3rd and E Streets. Turn left when exiting the loading dock and walk to the corner of 3rd and E street. Turn right and cross 3rd street and walk past the Tax Court across the overpass for I 395. The assembly area is at the corner of 2nd and E Street NW, by the iron fence. Do not cross to the Federal City Shelter.

Secondary Egress from DCORM

The secondary means of egress for **Suite 800 South** is through the main entrance to the Office of Risk Management, proceeding straight ahead to the Office of Labor Management Relations, Room 820N. The stairwell is located to the left of the entrance to 820 N. Once in the stairwell, proceed to the ground floor. At the ground floor turn right and follow signs to the lobby. Once in the lobby exit through the front of the building to the left and proceed to Indiana and 4th Street (in front of MPD). Cross and walk past MPD and the Court to the corner of 5th and Indiana (D Street). Turn right and cross the street to the park on the corner and meet at the gold statue. (See Attachment E) **404.3.1 (1)**

Secondary Egress from DCORM

The secondary means of egress for **Suite 510 South** is through the main entrance to the Office of Risk Management, proceeding straight ahead past the elevators. The stairwell is located straight to the left. Once in the stairwell, proceed to the ground floor. At the ground floor turn right and follow signs to the lobby. Once in the lobby exit through the front of the building to the left and proceed to Indiana and 4th Street (in front of MPD). Cross and walk past MPD and the Court to the corner of 5th and Indiana (D Street). Turn right and cross the street to the park on the corner and meet at the gold statue. (See Attachment E)

There is no critical equipment in the Office of Risk Management that requires an employee to remain to operate. Evacuation is to be complete. 404.3.1 (2)

Once at the Assembly Area, the Assembly Area Monitor will use the current DCORM Office Directory to account for occupants of 800 and 510 South. Any persons not present will be reported to the Floor Warden and the Incident Commander. If cell phone numbers are listed, an attempt will be made to reach the person to verify their location. **404.3.1 (3)**

A list of employees with CPR, First Aid, and CERT training is attached.

The preferred method of notifying occupants of a fire or emergency is through the building intercom or building alarm system. If for some reason this is not operable or the situation is one that a notification may cause a risk to the occupants, the BERT team will notify the occupants in the area. If there are persons with disabilities in the area, a request should be made to broadcast any emergency information via AlertDC and the person should be contacted by a BERT member.

A list of employee contacts that can provide additional information or explanation of the duties under this plan is attached.

The emergency alarm system for this building is an audible and visual (strobe lights). These are maintained under contract through the Department of Real Estate Services and tested at least annually. There is also a public address system which can be utilized for all interior locations.

Fire Safety Plans

404.3.1 (5)

Procedures for reporting a fire or other emergency to occupants

- Anyone who is aware of a fire or other emergency should immediately call 9-911 or use a pull-station located in the building.
- Notifying occupants will be done through the public address system, fire alarms, AlertDC or by a BERT member.
- Relocating or evacuating occupants will be done under the direction of the BERT. Occupants will be directed to the nearest shelter-in-place or assembly area.

Alternative means of notifying occupants:

404.3.1 (5)

- In the event of an operational problem with building fire safety systems the following alternative measures will be initiated:
 - Occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency.
 - The use of watchmen, bullhorns, walkie-talkies etc., will be employed to notify occupants of emergencies.

Site Plans

- See attachments

Floor Plan

- See attachments
- Major Fire Hazards
- There are no major fire hazards located in this suite. Building hazards are managed by the Department of Real Estate Services, Building Manager. The building engineer maintains the MSDS sheets for any materials in the building.
- The Department of Real Estate Services has the responsibility to maintain all systems.

Review of fire safety and evacuation plans

- The plan for the Office of Risk Management will be reviewed by the Occupational Safety and Health Manager along, with the BERT, at least quarterly and more often as needed.



Fire Emergency

A fire may or may not include visible flames or strong odors of burning materials. The appropriate emergency action is for persons to evacuate the building quickly and safely. **404.3.2 (2)**

Activate 9- 9-1-1

IMMEDIATE ACTION

Person discovering the fire:

- Extinguish the fire only if you can do so safely and quickly
- Use the Pull, Aim, Squeeze, Sweep (PASS) method and make sure you remain safe, keep yourself between the fire and the nearest exit.
 - After the fire is extinguished, call 9-9-1-1 and building security (if applicable)
 - Make sure to close doors and activate the building fire alarm

If the fire cannot be extinguished:

- Confine the fire by closing all doors
- Pull the nearest fire alarm
- Call 9-9-1-1
- Alert building security, if applicable
- Alert other occupants
- Meet fire department personnel when they arrive
- Get out and stay out of the building

Building occupants should:

- Close doors to your immediate area
- **EVACUATE** the building by the nearest exit
- Assist others in exiting the building
- **DO NOT** use elevators
- Avoid smoke filled areas
- Proceed to the designated meeting area and remain there until accounted for
- Do not return inside the building until instructed to do so by emergency personnel

For persons evacuating the immediate fire area

- Feel the door from the top to the bottom. If the door is hot, **DO NOT PROCEED, GO BACK**
- If the door is cool, crouch low to the floor and open the door slowly
- Close the door quickly if smoke is present so you do not inhale toxic smoke
- Once you reach the stairwell, if you encounter smoke, go back and use another exit stairwell (your secondary route)
- Proceed to the designated meeting area and report to the Assembly Area Monitor to be accounted for
- Remain outside the building. **DO NOT RETURN INSIDE** until instructed to do so by the emergency personnel

All fires must be reported to the fire department by calling 9-9-1-1 or utilizing a pull-station, even if the fire is completely out. Failure to report a fire, even when extinguished may result in penalties and fines.

If you smell smoke, and no fire or source of the smoke is evident, activate the building fire alarm and call the fire department by dialing 9-9-1-1.

If you smell an odor that you believe to be natural gas or other dangerous substance, do not operate any light switches, and call the fire department (9-9-1-1) or use a pull station from a safe, odor free location and follow the operator's instructions.

EVERYONE WITHIN HEARING DISTANCE OF THE FIRE ALARM

If you do not have an assignment as a Floor Warden, follow the instructions contained in your evacuation plan, leave the building and go to the established meeting place.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO

Other Types of Emergencies

BOMB THREAT PROCEDURES

Threats Received by Telephone

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen and take notes.
2. Remember what you hear.
3. Keep the caller talking while you notify someone near you that you are on a bomb threat call; have them contact building security and the Police Department by calling 9-9-1-1.
4. If the call is received on a telephone with caller ID display, **RECORD THE DISPLAYED PHONE NUMBER.**
5. Try to get as much information as possible; ask these questions:
 - Where is the bomb?
 - What does it look like? Which building is it in?
 - Why did you choose this building; what's the motive?
 - When is it set to go off?
 - Why would you want to hurt innocent people?
 - Could you repeat the message?
 - Can you tell me the reason you are doing this?
6. Record a description of the caller's voice:
 - Male or female
 - Juvenile or adult, senior
 - Local, foreign, southern, etc.
 - Speech impediment, slurred speech, etc.
 - Excited, quiet, calm, etc.
 - Possible level of education
7. Listen for background noises such railroad, subway, streets, aircraft, crowd, etc.
8. **IMMEDIATELY CALL THE BUILDING SECURITY**
9. Do not discuss the call with anyone but the appropriate authority-in-charge to prevent alarming others.
10. The building security will contact the Police Department, or other agency, for necessary assistance concerning the call, regardless of the threat.

Bomb Threat Form

If a Bomb Threat is received by telephone:

KEEP CALM – DO NOT GET EXCITED OR EXCITE OTHERS

Time: Call received _____ AM/PM

Call terminated _____ AM/PM

EXACT WORDS OF THE CALLER:

DELAY: ASK THE CALLER TO REPEAT:

Questions you should ask:

- Time the bomb is set to explode? _____
- Where is the bomb located? Floor _____ Area _____
- Kind of bomb? _____
- Description _____
- Why kill/harm innocent people? _____

Voice Description:

_____ Female _____ Calm _____ Young _____ Rough
_____ Male _____ Nervous _____ Mature _____ Refined
_____ Foreign/Accent _____ Irritated _____ High-Pitched

Unusual phrases? _____

Recognized voice? Who? _____

Background noises:

_____ Music _____ Horns _____ Television
_____ Whistles _____ Aircraft _____ Machinery
_____ Traffic _____ Bells _____ Running Motor (type) _____
_____ Other voices _____ Other distinctive sounds _____ Tape recorder

Additional Information:

- Did the caller indicate knowledge of the building? If so, how? In what way? _____

- What line did the call come in on? _____

- Did the number appear on a caller ID? ____ Yes ____ No

- Any other identification? _____

(Private, unknown caller, out of area)

Call-taker's signature: _____ Date: _____

HAZARDOUS MATERIALS-FEMA Fact Sheet

Chemicals are found everywhere. They are used to purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work, or play.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These products are also shipped daily on the nation's highways, railroads, waterways, and pipelines.

Listen to local radio or television stations for information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember some toxic chemicals are odorless.

If you are:	Then:
Asked to Evacuate	Do so immediately. Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures. Follow the routes recommended by the authorities - shortcuts may not be safe. Leave at once. If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans. Take pre-assembled disaster supplies. Remember to help your neighbors who may require special assistance--infants, elderly people and people with disabilities.
Caught Outside	Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from accident victims until the hazardous material has been identified.

In a Motor Vehicle	Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed, and shut off the air conditioner and heater.
Requested to Stay Indoors	Bring pets inside. Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible. Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off. Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside. Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape. Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap. Use material to fill cracks and holes in the room, such as those around pipes. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

Hazard Communication

General

These provision shall be applicable where hazardous materials subject to permits under Section 2701.5 International Fire Code, 2000, are located on the premises or where required by the fire code official.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises. [MSDS sheets are maintained by the Department of Real Estate Services, building engineer. The Office of Risk Management does not have hazardous materials at 441 4th Street NW, Suite 800 S. 404.3.2 \(5\)](#)

Identification

Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 2703.5 (International Fire Code, 2000). [MSDS sheets are maintained by the Department of Real Estate Services, building engineer. The Office of Risk Management does not have hazardous materials at 441 4th Street NW, Suite 800 S.](#)

Training

Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in pre-planning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets, and be knowledgeable in the site emergency response procedures.

If materials are present, the Occupational Safety and Health Manager will provide training under OSHA guidelines. No known major fire hazards are present in this office

HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological matters inside a building or to the environment. Building occupants or personnel may be able to manage simple spills. Major spills or hazardous materials accidents require emergency measures from trained emergency personnel and/or recover specialists. The DC Fire and EMS Department has a Hazardous Materials Response Team for such emergencies, as well as Hazardous Materials Inspectors in the Fire Prevention Division. Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

Simple Spill

Does not spread rapidly
Does not endanger occupants
Does not endanger the environment
Trained occupants can clean up

Major Spill

Spreads rapidly
Endangers occupants
Endangers the environment
Emergency personnel must respond

Immediate Action

- Simple spills should be cleaned up by the personnel causing the spill, if no hazard is present.
- Major spills or emergencies:
 - Dial 9-9-1-1
 - Evacuate and assemble at a safe distance
 - Account for all building occupants
 - Wait for and provide information to emergency responders
 - Remain outside the building until told to return by emergency personnel
 - Prepare incident report for appropriate agencies

Notification and Reporting

If the incident involves a major spill or any amount of radioactive or other hazardous material, activate 9-1-1; notify building security personnel if applicable.

MEDICAL EMERGENCIES

Medical Emergencies include any condition that could threaten the person(s) life or well-being. These may include breathing problems, unconsciousness, cardiac arrest, severe bleeding, choking or bodily injuries.

GENERAL

Action should be taken in all cases of medical emergencies. Upon observation or notification of the emergency, take the following actions:

- If you are able, render First Aid/CPR or obtain assistance from someone who can provide care.
- Call 9-9-1-1 to activate EMS and provide the following information to the call taker-
 - State the nature of the emergency
 - Give the complete address and location of the victim, floor, room, wing, building or level
 - Give any pertinent information about the victim

- Age
 - Sex
 - Symptoms exhibited
 - Any pre-existing medical conditions
 - Any medications taken
 - Any assistance given
- The individual providing the information to the call taker should stay on the line until the call taker tells you to hang-up.
 - Stay with the victim until help arrives.
 - Have another individual in the area meet the emergency personnel upon arrival to expedite locating the victim.
 - Information should be obtained from the responding EMS personnel regarding the hospital the victim will be transported to, the names of the EMS personnel, and the EMS unit that arrives at the incident.

WEATHER EMERGENCIES

Lightening

A typical lightening bolt contains several hundred million volts at 30,000 or more amperes.

If you are inside:

- Stay away from open doors or windows during an electrical storm
- Avoid using electrical appliances
- Stay away from all metal objects during an electrical storm
- Do not go outside
- Follow instructions given by emergency team personnel or security forces

If you are outside:

- Avoid tree lines
- Stay away from flagpoles, towers, trees and metal fences
- A closed automobile provides a protective metal shell. If your vehicle is struck, do not touch anything metal in the interior.

Extreme Weather Conditions

When designing an evacuation plan, always consider extreme weather conditions. They could have an adverse effect on the occupants once evacuated from the building. When the heat index reaches 100 degrees F or below 32 degrees F the following should be considered:

- Places of refuge or alternate places of shelter out of the weather
- Medical conditions of occupant
- Age of occupants
- Additional resources
 - Cooling stations
 - Water
 - Extra blankets

EARTHQUAKE PROCEDURES

What is an earthquake?

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Buildings or trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake. Earthquakes can occur at any time of the year.

What hazards are associated with earthquakes?

When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

What are aftershocks?

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

What can I do to prepare before an earthquake occurs?

- Pick "safe places". A safe place could be under a sturdy table or desk or against an interior wall away from windows and bookcases, or tall furniture that could fall on you. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured.
- Practice drop, cover, and hold-on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. Practice these actions so that they become an automatic response.
- Practice drop, cover, and hold-on at least twice a year. Frequent practice will help reinforce safe behavior. When an earthquake or other disaster occurs, many people hesitate, trying to remember what they are supposed to do. Responding quickly and automatically may help protect you from injury.
- Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.
- Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- If you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire. As a precaution, use the stairs.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance

to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.

- Inform workers of the plan. Everyone in your workplace should know what to do if an earthquake occurs.
- Get training. Take a first aid class from your local Red Cross chapter. Get training on how to use a fire extinguisher. Keep your training current. Training will help you to keep calm and know what to do when an earthquake occurs.
- Discuss earthquakes with workers. Everyone should know what to do. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond. Emergency Responders Collapsed structures are a common result of earthquakes. Rescue workers and emergency responders may have to enter collapsed structures to perform search and rescue activities, and it is vital that they perform their duties safely.

What is a collapsed structure?

When internal load bearing structural elements fail, a building will collapse into itself and exterior walls are pulled into the falling structure. footprint. Alternatively, if the structural failure is caused by an explosion or natural forces such as weather, the building may collapse in an outward direction resulting in a less dense and scattered debris field.

Who enters a collapsed structure?

Following a catastrophic failure of a structure, rescue workers and emergency responders may be required to enter the collapsed structure. Emergency responders include firefighters, police, emergency medical technicians, construction workers and government representatives. Emergency responders may be responsible for assisting survivors, extinguishing fires, shutting off utilities, assessing structural instabilities, shoring-up safe paths into the structure and assessment of other hazards such as airborne contaminants. Rescue workers such as Urban Search and Rescue Teams focus on finding survivors and later removing victims from collapsed structures.

Earthquake Procedures

In the event of an earthquake:

- During the shaking, DROP – COVER – HOLD. Protect yourself by dropping to the floor and taking cover under a desk, sturdy table or other piece of furniture. Hold on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and, facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (do not stand in a doorway because you are more exposed to flying debris). Stay away from anything that can shatter or fall on you (light fixtures, bookshelves, etc.). If possible, predetermine a safe location in which to take cover, prior to an earthquake.
- Do not leave cover until the shaking has completely stopped.
- After a major shock, Emergency Personnel will direct you when and where to evacuate (a relocation to another internal portion of the building) (normally to the lowest safe floor in the office building). REMEMBER, additional shocks or tremors may occur.
- If required to evacuate, proceed to the designated assembly area outside as directed by Emergency Personnel. If you require assistance to evacuate, proceed to the designated Area of Refuge and wait for assistance from emergency personnel.
- If fire occurs, activate the nearest fire alarm pull station as the system may still be functional. Follow the office building's fire and evacuation procedures.

- If you are forced out of the building by a fire or other hazardous event, remain calm. Do not run outdoors. Watch for falling debris and electrical wires when leaving the building.
- Report any missing persons to Emergency Personnel, as they will relay information to building staff and the authorities.
- Telephones are to be reserved for emergency use only.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Source:

Emergency Preparedness and Response - **OSHA**

<http://www.osha.gov/SLTC/emergencypreparedness/guides/earthquakes.html>

SUSPICIOUS PACKAGES and LETTERS

Be wary of suspicious packages and letters. They can contain explosives, chemical, or biological agents. Be particularly cautious at your place of employment.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you
- Have no return address, or it cannot be verified as legitimate
- Have protruding wires or aluminum foil, strange odors, or stains
- Show a city or state in the postmark that doesn't match the return address
- Are of unusual weight given their size, or are lopsided or oddly shaped
- Are marked with threatening language
- Have inappropriate or unusual labeling
- Have excessive postage or packaging material, such as masking tape and string
- Have misspellings of common words
- Are addressed to someone no longer with your organization or are otherwise outdated
- Have incorrect titles or titles without a name
- Are not addressed to a specific person
- Have hand-written or poorly typed addresses

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to your building security official or an available supervisor, who should notify police and other authorities without delay, call 9-911.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Unarmed Violent Intruder Procedures

When dealing with a violent intruder or occupant, the police shall be notified immediately by dialing 911. If the intruder or occupant is unarmed and is displaying violent behavior prior to the police arriving, the Building Incident Commander shall be in charge of directing personnel to intervene if any violent behavior occurs, while observing the following general guidelines:

- Clear the area of nonessential staff and occupants.
- Allow the acutely agitated individual space that is five times greater than that for an individual who is in control.

IF PERSONAL SAFETY PERMITS:

- Use touch only if you know the person well and he or she does not withdraw from your touch.
- Convey empathy by acknowledging the individual's feelings (e.g. 'You look frightened'). Make eye contact (soft eyes). Look friendly; your mood is contagious.
- Never approach a violent individual alone or approach unexpectedly from behind.
- The presence of three to four staff members may be enough to reassure the individual that you will not let him or her lose control.
- Give simple, positive directions (e.g. 'Stop'). Repeat the phrase over with a calm, slow voice pattern.
- Give the individual control by offering alternatives (e.g. walking, talking). Set limits.
- If assault is imminent, quick coordinated action is essential. Stay in step-stance so you can move out of the way quickly.
- Approach the individual in a calm, self-assured manner so as not to communicate your anxiety or fear. Maintain a calm, flexible attitude.
- Attempt to calm the person without risking bodily harm to yourself.
- Ensure protection for yourself and your staff (e.g. door nearby for withdrawal, pepper spray, police baton).
- Utilize restraint, if indicated.

Unarmed Violent Intruder Procedures Occupants

In the event of a situation involving an unarmed violent intruder:

- Retreat to a safe place (hide). Stay under cover. (Identify safe places in your work area before an emergency occurs.)
- If time and safety permit, follow the **9-1-1 Protocol**.
- Stay in place and if safety permits warn all others in the area of the situation.
- Listen for announcements.
- Remain hidden until police arrive. Follow their instructions.

Armed Violent Intruder or Active Shooter Procedures Building Incident Commander

If you have a report of an Armed Violent Intruder or Active Shooter in the building:

- Phone **911** to ensure that the authorities are aware of the threat.
- Dispatch the Building Emergency Response Team - Security to ground and lock out the elevators.
- Dispatch the Building Emergency Response Team - Security to lock all of the perimeter doors and advise the 911 operator of your location.
- If you have a voice paging system; advise building occupants that for their safety they should evacuate and not leave the building. Do this with the following '**ALL CALL**' announcements:
 - ***Attention all floors.***
 - ***There is an Armed Violent Intruder or Active Shooter within the building.***
 - ***The building has been secured.***
 - ***Please enter your tenant space, lock your doors, turn out the lights and take cover behind your office furniture.***
 - ***Do not attempt to leave the building until we give the all clear.***
 - ***Elevators have been grounded and locked out of service.***
- When the police arrive, advise them what is known about the incident, where the perpetrator was last seen, and whatever other information is requested. Be prepared to provide the police with floor plans, elevations and information on stairwell access and egress.
- If the shooter appears in the lobby and is a potential threat, have yourself and others in the area retreat to the nearest room, get low behind furniture, and let the police deal with the perpetrator.
- Once the situation has been brought under control, cooperate with the police to secure the crime scene, restore the building to normal operations, and then provide relevant information to your Public Information Officer (if activated) so that a statement can be prepared for the tenants and the media.

Armed Violent Intruder or Active Shooter Procedures Occupants

In the event of a situation involving an armed violent intruder or active shooter:

- Exit the building as quickly as you safely can and move as far away as possible out of sight of the incident.(a fast-moving target is harder to hit than a slow-moving or stationary target).
- Notify anyone you may encounter to exit the building immediately.
- Enter the nearest building with a telephone.
- Turn off the lights if possible.
- Get low behind furniture, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Follow the **9-1-1 Protocol**.
- Give the operator all requested information.
- Wait for the police to assist you out of the building.

In the event that you are directly involved and unable to exit the building:

- Go to the nearest room or office.
 - Close and lock the door; turn off the lights if possible.
 - Close blinds.
 - Move away from glass windows/doors.
 - Barricade doors with heavy items.
 - Get low behind furniture, keep quiet and act as if no one is in the room.
 - DO NOT answer the door.
 - Follow the **9-1-1 Protocol**.
 - Wait for the police to assist you out of the building.
-



Evacuating Persons with Disabilities

- Persons with disabilities may request assistance at anytime.
- If persons with disabilities are able to evacuate safely, they are encouraged to do so. BERT members will provide assistance and guidance to the nearest exit and to the assembly area.
- Anyone who is not able to evacuate safely will be directed to an Area of Refuge.
- The Area of Refuge for the Office of Risk Management is located in the break room.
 - This room is inside the Office of Risk Management near the door leading to the exit closest to the south stairway.
- A member of the BERT is assigned to ensure anyone who cannot evacuate is directed to the Area of Refuge and will take information directly to the Floor Warden, Incident Commander and the Assembly Area Monitor. This person will continue to check to ensure FEMS and the Incident Commander know where they are and their need for evacuation.
- A Buddy will be provided upon request. Persons with disabilities are encouraged but are not required to request assistance prior to an incident so they may assist in the selection of a Buddy and provide information and training for the Buddy.
- If a person utilized a service animal, BERT members will provide assistance at the guidance of the person. If they are able to evacuate safely with the use of the service animal, they are encouraged to do so.
- Persons with disabilities will be provided a Walkie-talkie upon request. They will also have a two-way communication device in the Area of Refuge.
- At this time evacuation devices (chairs) are not utilized.

Evacuation Procedures for Persons with Disabilities

It is essential to involve persons with disabilities in emergency evacuation planning.

For the District of Columbia, evacuation planning is referenced in District Code and utilizes the International Fire Code, 2006 edition and pertains to all occupants of a building or facility. Persons with disabilities should assist in the development of emergency evacuation plans. Additional information from a variety of sources is available in the appendix of this guide for further assistance in addressing accessibility issues and the planning process.

Requesting employees to disclose their disability

The ADA and the Rehabilitation Act strictly limit how, when, and what type of information can be gathered about an employee's medical condition.

- Provide all employees with the opportunity to complete a disclosure form
- Communicate that completing the request is voluntary
- Provide a description of how the information will be used
- Ensure all information is treated as confidential (Only shared with those who need to know—first aid personnel, safety staff, and those responsible for implementing the plan)
- Persons with disabilities may choose to not disclose
- People with disabilities are in the best position to determine their abilities and need for assistance.

Communication

Communicating emergency evacuation policies and plans with staff is essential in emergency situations. Information should be provided in a variety of formats to meet the varied needs of persons with disabilities. These may include large print, Braille, audio, etc.

- Ensure that all employees and visitors, including those who are deaf, hard of hearing, blind or have low vision, have access to the same information in a detailed and timely manner
- Ensure necessary procedures, equipment and signage are in place to safely evacuate
- Develop a support network of several individuals without disabilities who are willing to assist employees and visitors with disabilities in an emergency

Individuals with Disabilities

Individuals with disabilities who are self-sufficient under normal circumstances may have to rely on the help of others in an emergency. The quick, safe, and efficient evacuation of an entire building during an emergency can only be accomplished through careful planning and preparation. When planning and implementing your building's Emergency Response Plan, incorporate the following suggested procedures to address any special needs of disabled individuals.

Definition of Terms

Disabled—refers to a temporary or permanent disability that would delay or impede the ability of an individual to evacuate the building in an emergency (such as, but not limited to, individuals requiring the use of a wheelchair, cane, crutches, prosthetic device, or those with sensory impairments).

Area of Refuge—an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instruction or assistance during emergency evacuation.

Actions to Take Prior to Emergency Situations:

Organize Evacuation Committee for the Disabled

Identify your BERT members charged with developing your site-specific emergency evacuation plan for employees, and/or visitors with disabilities. This team must include at least one Zone Monitor. Other suggested team members include: Employees with disabilities; Staff members trained and/or experienced in working with individuals with disabilities; and any staff members trained as an EMT or firefighter.

Consult with experts for assistance

Consult with the experts from the following agencies for assistance with developing your agencies emergency response plan for the disabled:

Public service agencies

Fire and EMS department officials; Emergency medical personnel (fire & EMS departments); and Police department officials.

Other suggested contacts

Office of Risk Management

Identify All Accessible Exits

If all exits are not accessible, update your posted floor plan diagrams that identify emergency exit routes to include accessible routes to the nearest accessible exits.

Identify Areas of Refuge

- Identify Areas of Refuge on each level of the building above or below the level of accessible exit discharge.
- Areas of Refuge may include a portion of a stairway landing within a smoke-proof enclosure, rooms protected by smoke- and flame resistant doors, and any other fire-safe areas approved by the appropriate fire department officials.
- Contact Fire & EMS Department officials to inspect your facility and determine the most appropriate locations for Area of Refuge.
- Designate backup or secondary Areas of Refuge in the event that the emergency renders the first area unavailable.
- Post signs to identify each Area of Refuge within your building. Post additional signs visible from the outside of your building to enable emergency responders to quickly locate Areas of Refuge.
- Update your posted floor plan diagram that identifies emergency exit routes to include routes to the nearest areas of refuge.
- Identify visitors and employees with disabilities assigned to your faculty. Note: the type of impairment and the level of assistance required to safely evacuate them from the facility.
- Compile a list of all visitors and employees with disabilities that might affect their ability to evacuate safely.

Determine Special Needs

Determine what if any assistance each disabled individual may require to safely evacuate your building. When determining the most effective methods of evacuation, consideration should be given to the size and weight of the individual, distance required to reach the assembly area, and obstacles such as steps, curbs, streets, intersections, traffic, etc. Listed below are some general examples of ways to assist the disabled:

Assisting the visually impaired

- Offer to assist the visually impaired person to a safe location.
- Never grab a visually impaired person's arm. Ask him or her to hold your arm or elbow as you make your way to the nearest exit.
- Give verbal instruction or information as you travel.

Assisting the hearing impaired

- Get the attention of the person with a hearing impairment by touch and eye contact and alert them that an emergency exists.
- Have written notes ready, if appropriate, which explain the existence and nature of the emergency.
- Offer gestures to provide information and instruction.

Assisting the mobility impaired

- Most mobility impaired persons, if on the ground floor of a building, will be able to exit safely without assistance.
- When mobility-impaired persons are located in portions or levels of a building without accessible exit, assist the person as directed to the nearest Area of Refuge.
- Accompany the mobility-impaired person to the nearest Area of Refuge.
- It may be necessary to clear the exit route of debris so that the person with the mobility impairment can move.
- Once within the area of refuge, wait for the fire department to evacuate the mobility impaired person.

Key points to address before transporting mobility impaired:

- Determine how many people are needed to move the person up or down the stairs.
- Determine the ability of the person to extend or move his or her extremities when lifting due to pain, catheters, leg bags, spasticity, braces, respirators, etc.

For wheelchair users:

- Determine the ability of the person to be physically removed from the wheelchair.
- When lifting a manual wheelchair, determine which points on the wheelchair the rescue persons should hold on to for lifting.
- Never take an electric wheelchair up or down stairs. Abandon the chair and move the person to safety.
- Untrained persons should never attempt to move persons with mobility impairments up or down stairs.
- Determine the number of people you will need to provide the necessary assistance for every disabled individual.
- Determine any special medical needs that students and employees may require.
- Determine if any special equipment or apparatus must accompany the students or employees when evacuated from the building.
- Compile a list of these special needs and update it as necessary. Inform staff members of their responsibilities.
- Inform staff members of their responsibilities for assisting with the evacuation of disabled individuals.
- Consider the nature and degree of the disabling condition when determining the most appropriate assisting staff members.

For employees

Responsibility for providing evacuation assistance for a disabled employee should be assigned to the staff member (BERT member) who works closest to the employee. Again, this responsibility will shift as the employee works in different locations of the building throughout the day.

For visitors

- Responsibility for providing evacuation assistance to visitors should be assigned to staff members (BERT member) already assigned the duty of checking areas of the building (such as lavatories) to make sure that all areas are clear during an emergency.
- Given unpredictable visitors, those assisting them may not be able to evacuate them on their own. In such cases, the staff member should assist the visitor to an Area of Refuge Assistance and seek assistance from other staff members or from professional rescue personnel.
- Assign an administrative staff member to inform any Emergency Responders (firefighters, police, etc.) of the number, identity, and locations of any disabled individuals who could not be evacuated from the building and/or those who require special medical attention.

Providing Training

- Those individuals who will carry out special duties for assisting in the evacuation of others must be trained in the assistance they will need to offer. When staff members are required to lift and carry others, they must be trained in proper lifting and carrying techniques.
- Ensure all employees have a copy of the plan in a format they can use. Offer plans in alternative

formats including Braille, large print, audio, ect.

- Untrained persons should never attempt to move persons with mobility impairments up or down stairs. With fast response times of the DC fire department and their specialized training, they will evacuate all disabled persons from the Area of Refuge.

Executing Emergency Evacuation Procedures

- Never use elevators, chair lifts, or any other system requiring electrical power in an emergency. In most cases, delay exiting persons with disabilities until the exit route is clear of traffic.
- Evacuation Device – If your agency determines the safely way to evacuate persons with disabilities is by the use of an evacuation devices, you must identify the location of these devices, the employees who are trained to use them, how often they will be trained and maintain a record of any training.
- This is for the disabled person's safety as well as for the safety of others. For example, where a person will be carried down sets of stairs, it is much safer to wait until the stairs are free of quicker moving traffic.
- Ensure that appropriate staff members account for all individuals with disabilities immediately after notification that an emergency exists.
- Inform the appropriate administrator immediately of anyone who cannot be accounted for.
- Ensure that appropriate staff members assist individuals with disabilities in moving to their predetermined Areas of Refuge, and assist them in exiting the building.
- Ensure that appropriate staff members assisting individuals with disabilities remain with them until the emergency is over.
- Upon arrival of Emergency Responders ensure that a SERT staff member, preferably the IC or Occupant Accounting Coordinator, meets with them at the Command Post with information on number, identity, and locations of individuals with disabilities who are still in the building. Also, provide a copy of the list that describes any special medical needs that students or employees may have as well as any special equipment or apparatus that may be needed.

Practicing Emergency Evacuation Procedures

- When conducting your evacuation drills, incorporate all aspects of your evacuation plan for the disabled in at least during two drills a year.
- During these drills, it may not be advisable to evacuate all disabled persons from the building. In certain cases, the potential risk of injury may outweigh the benefits of conducting the drill.
- Discuss these health or safety concerns with your local fire department representatives. Under these special circumstances, during drills you only may be able to evacuate those individuals to the appropriate designated Area of Refuge.
- Evaluate the effectiveness of each evacuation drill. Include all students and staff members involved in using the disabled evacuation procedures.
- Make adjustments and recommend necessary changes to the established procedures in consultation with the appropriate crisis agencies.
- Discuss and review this evacuation procedure frequently with all staff members. Review and update your building's evacuation plan.

- Keep your plan current to reflect changes in your building that might impact on the safe evacuation of your building. At minimum, building administrators must review and update their building's evacuation plan on an annual basis.

Distribute Plans

Ensure all employees have a copy of the plan in a format they can use. Offer plans in alternative formats including Braille, large print, audio, etc.

Additional resources related to evacuating persons with disabilities can be found at:

<http://esa.dc.gov/DC/ESA/Schools/Guides+and+Protocols/School+Emergency+Response+Plan+and+Management+Guide/School+Emergency+Response+Plan+and+Management+Guide+--+Full+Version>

<http://www.disabilitypreparedness.org/Emergency%20Preparedness%20On%20The%20Job%206-07-06.pdf>

<http://www.nfpa.org/assets/files//PDF/Forms/EvacuationGuide.doc>

Buddy System

The Buddy System utilizes the natural support of a co-worker(s) to provide assistance in an emergency for a person with a disability. The person with a disability should be involved with the selection and training of their Buddy and an alternate. The Buddy system should not be used exclusively and plans should be flexible.

Risks to considerations when using the Buddy System:

- If the Buddy is not in the building at the time of the emergency (Have a back-up person trained and available)
- The Buddy may not be able to locate the person they are assigned to assist (each person should have contact numbers)
- The person with a disability works late (The person with a disability should contact security. Security personnel should have adequate information to provide assistance if needed)
- The Buddy has left the agency (select and train a new Buddy as soon as possible, preferably before the person leaves the agency)
- The Buddy is not properly trained (Once a person has been selected; have them start working with the person with a disability to get information and training on what they will need to do)
 - The Buddy panics in an emergency (The person with a disability should contact the floor-warden immediately)



Area of Refuge

Notification Information

INSTRUCTIONS:

In an emergency if you are unable to safely evacuate the building you may be instructed to go to the nearest *Area of Refuge*. A Building Emergency Response Team (BERT) member is responsible to communicate information related to individuals who are awaiting assistance in an *Area of Refuge*.

Please provide the following information to the Building Emergency Response Team Member who will hand the information to the Incident Commander.

Location of Area of Refuge:

Suite 800 South, south stairway. At the stairway and 8th floor stairway landing, enter the corridor and turn immediately left into DCORM suite. The Area of Refuge is inside this door to the left.

Suite 510 South – The Area of Refuge is to the right just inside the employee entrance door (first cubicle).

All stairwells are numbered; provide the number of the stairwell closest to the *Area of Refuge*. **8th Floor, South Stairway.**

Number or people in the *Area of Refuge*. _____

Type assistance required:

- _____ Wheelchair user
- _____ Mobility impaired, unable to walk down stairs without Assistance
- _____ Cognitive disability
- _____ Visual impairment
- _____ Health related-cardiac, breathing, etc.
- _____ Other (Please specify) _____



Shelter in Place

There are occasions when the immediate evacuation of an area during an emergency is not necessarily the best choice. Sheltering in place is one of several response options available to employees of the District of Columbia in the event a chemical, radiological or biological contaminants are accidentally or intentionally released into the environment. Sheltering in place means persons will remain in a building until emergency management officials issue additional instructions or declare that the emergency condition has ended. Time constraints or evacuation in some instances might actually subject an employee and/or visitor to greater risk. During a release of hazardous materials, the air quality may be threatened and an evacuation may take you through a plume of toxic materials that could lead to serious health problems.

Employees who are asked to Shelter-In-Place should seek immediate shelter in their pre-determined Shelter-In-Place location and remain there until information is received to evacuate. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location in the workplace is the preferred method of safely waiting out a hazardous incident. In most cases, sheltering in place will hopefully last no more than one to two hours; however, under extreme conditions, the timeframe could be longer and advance preparations can ensure that the event is as comfortable as possible.

The decision to Shelter-In-Place or evacuate will generally be made after close communication between local emergency management, building management and Building Emergency Response Teams (BERT).

If you are asked to evacuate or Shelter-In-Place, your Building Emergency Response Team will remain your primary contact during the event. If Sheltering in place is the option:

- First and foremost, remain calm.
- If you are outside the facility, do not return inside if there is a fire. If the threat is a potential biological or chemical release, go inside immediately to the pre-determined safe location in the workplace. Keep in mind, if the release is directly outside your building and you have been exposed, emergency personnel may not allow you to return to the building since there may be exposure risk to other building occupants could occur.
- Contact a Building Emergency Response Team member if you see an immediately life-threatening situation. If first aid is required, contact the designated first-aid trained personnel in your office.
- Next, close all doors and any operable windows. Depending on the event, it may be prudent to place pre-cut plastic sheeting over windows and tape in place. Doors may also need to be taped around the perimeters.
- Close all outside air vents where such vents are adjustable. Some building ventilation systems shut down automatically in an emergency. Where occupants control these systems, turn off cooling, heating or ventilation. Cover cracks under doors with damp towels.
- Tape over cracks and other openings such as electrical outlets and cable television outlets for extra protection.
- Lastly, listen carefully to BERT team members for updated information. You may also monitor a portable radio for instructions from emergency officials. If electronic communication has been disrupted, Fire Wardens on each floor will have up-to-date information on the emergency condition via their pre-planned communication network.

Regardless of the type of emergency, preparedness is the key to overcoming adversity. Just as the emergency drill is important, so too is being prepared to Shelter-In-Place for an extended period of time. If Shelter-In-Place is safer than evacuation, the following is a list of recommended supplies for Agencies,

(**NOTE:** For the average employee, the timeframe for Shelter-In-Place will generally be considered 3 to 72 hours. District emergency crews and critical staff could conceivably be on the job for several days).

BERT EQUIPMENT AND SUPPLY LIST

(RECOMMENDED)

The Building Emergency Response Team (BERT) is generally comprised of agency representatives who have volunteered or been selected to fill the roles of Floor Wardens, Zone Monitors, Assembly Area Monitors, the Senior Agency contact or Agency Risk Management Representative, and the Building Manager or a representative of facilities management for the building. The BERT members can be found in your agencies Emergency Response Plan.

The following is a minimum list of Building Emergency Response Team (BERT) supplies and the intended use for those items. Each Agency may add to these items as deemed appropriate. These supplies are also in addition to any recommended Agency and individual employee maintained supplies. Those supplies listed under Building Manager should be stored in a carefully chosen location with other building related emergency equipment.

BUILDING MANAGER

- Bull Horn with batteries
- Emergency Evacuation Chair (Storage area could be based on location of physically challenged personnel in the facility.)
- Large First Responder First Aid Kit

FLOOR WARDEN

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)
- Bull Horn with batteries (Not every floor warden will need a bull horn. Assignment will be based on location that best fits overall communication needs for each floor.)
- Safety Vests
- Flash Lights with batteries. (Batteries should be kept in plastic bags between use, as leakage could damage equipment.)
- Radio with batteries (Floor warden will turn over radio to assistant floor warden for monitoring outside conditions, unless no assistant floor warden is assigned.)

ZONE MONITORS

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)
- Clipboards (Current attendance lists and lists of physically challenged personnel should be maintained in the packs.)
- Flashlight with batteries (Batteries should be kept in plastic bags between use, as leakage could damage equipment.)

AGENCY EMERGENCY EQUIPMENT AND SUPPLY LIST

(RECOMMENDED)

- First Aid Kit (See list of recommended supplies for First Aid Kits included with this information.)
- Water and food staples for agencies with emergency crews who are required to remain on site for more than one day. (**NOTE:** Water and food supplies have “shelf life” dates. Inspect dates and replace as needed.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Duct tape (Can be used to seal gaps where smoke may enter, for securing splints and other purposes.)
- Plastic sheeting (For sealing purposes, sheltering, etc.)

- Small transistor radio with batteries.
- Bath towels or other materials to stuff in openings under doors (dampen before use)

EMPLOYEE EMERGENCY EQUIPMENT AND SUPPLY LIST (RECOMMENDED)

- Small, sturdy pack or nylon bag (Store supplies in pack or bag.)
- Comfortable walking shoes (Loss of electrical power, transportation and blocked roads due to power outage or terrorism, etc. could result in a long walk home.)
- Water (One gallon – small easy to carry bottles may be preferred. Note expiration date on bottles. Drink and replace before expiration date is reached.)
- Snack (Breakfast bars, canned, easy-to-open and eat foods or other items with extensive shelf life.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Whistle
- Poncho
- N95 dust mask
- Small transistor radio.
- Book, deck of cards or other time fillers.
- Blanket (Inexpensive emergency space blankets are available from most camping supply stores.)
- Sanitary wipes or anti-bacterial hand sanitizer, sanitary napkins, etc.
- Medications

FIRST AID SUPPLIES (RECOMMENDED)

- In 1998 the Medical Services and First Aid regulation, 29 CFR 1910-151 was revised and states, "in the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. What must be remembered, however, is that during a major event where "multiple" disasters have occurred, it may take a considerable length of time for emergency medical personnel to arrive. Best practices would indicate that having personnel trained in first aid is the wise thing to do regardless of the proximity of a hospital or clinic.

Basic Fill Contents for Type I, II and III Kits	
Item & Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 sq. inch (No side smaller than 4 inch)	1
Adhesive bandages, 1 x 3 inch	16
Adhesive tape, 5 yd.	1
Antiseptic, .5g application	10
Burn Treatment, .5g application	6
Medical exam gloves (latex free)	2 pair
Sterile pad, 3 x 3 inc.	4
Triangular bandage, 40 x 40 x 56 inch	1
Eye Pads	2
Scissors	1

It is important to note when the fire alarm is activated, the structure must be evacuated following your Emergency Response Plan guidelines. There should be no delay in evacuation. Sheltering in place will take place only after a public safety official deems it necessary.

Agencies should include this information in their Emergency Response Plan and provide training to their staff.

Additional information can be found at the OSHA Shelter-in-Place website
<http://www.osha.gov/SLTC/etools/evacuation/shelterinplace.html>

For additional information, please feel free to contact Victor Ferreira, Occupational Safety and Health Manager, Office of Risk Management at victor.ferreira@dc.gov

Emergency Contact Information **IFC 404.3.1 (4), 404.3.1 (7) 404.3.2 (6) 404.3.2 (7)**

441 4th Street NW, 800 South

<i>Name</i>	<i>Responsibility</i>	<i>Phone Number</i>	<i>Cell Number</i>	<i>Email</i>
Reginald Greene	Building Manager	202-727-3133		Reginald.Greene@dc.gov
Thomas Herbert	Floor Warden 800 South	202- 727-8474	202-436-6670	Thomas.Herbert@dc.gov
William Clyde Thomas	Asst. Floor Warden	202-727-2492	202-271-6731	William3.thomas@dc.gov
Lashonda Wright	Floor Warden 510 South./ Assembly Area Monitor Alt.	202- 724-6576	202-615-2541	Lashonda.Wright@dc.gov
Valerie Evans	Assembly Area Monitor	202-272-9006	202-341-4869	Valerie.Evans@dc.gov
Robert Carter	Special Assistant Monitor	202-727-8265	N/A	Robert.Carter@dc.gov
Brian Larman	Special Assistant Monitor	202-727-7768	202-380-8363	Brian.Larman@dc.gov
PSD Lt. Jackson	Security	202-727-9256		
OPM Facilities	Maintenance/	202-727-3133		
	Housekeeping	202-727-3133		
	Trained – CPR & 1 st Aid			

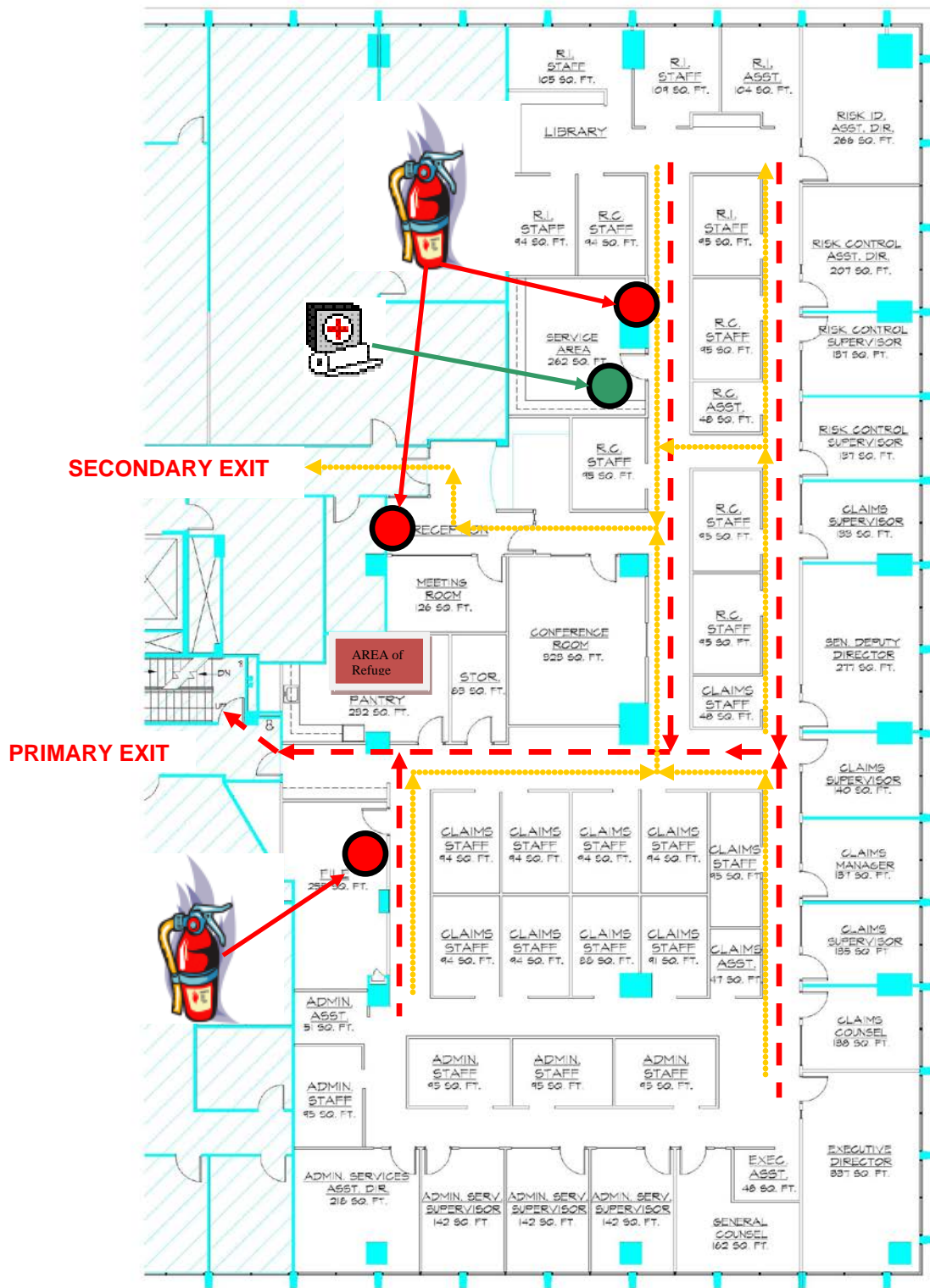
-
- **Housekeeping Services - Janitorial 202-739-7987**
 - **Maintenance in our building - Spectrum 202-727-3133**
 - **Security Services for our building - PSD Lt Jackson 202-727-9256**
 - **Building Manager – Reginald Greene 202-727-3133**

EMERGENCY PROCEDURES DIAGRAM LEGEND

	= FIRE ALARM PULL STATION	CENTRAL ALARM CONTROL FACILITY	= CENTRAL FIRE ALARM CONTROL
	= FIREFIGHTER'S PHONE (WITH HANDSET)	ANNUNCIATOR	= FIRE ALARM ANNUNCIATOR PANEL
	= FIREFIGHTER'S PHONE (WITHOUT HANDSET)	FIRE ALARM PANEL	= MAIN FIRE ALARM PANEL
	= FIRE EXTINGUISHER	FIRE FIGHTER'S ELEVATOR	= ELEVATOR DESIGNED FOR USE BY FIRE FIGHTERS
	= FIRE HOSE	FIRE DEPARTMENT CONNECTION	= FIRE DEPARTMENT CONNECTIONS TO SPRINKLER SYSTEM
	= STANDPIPE / RISER	SPRINKLER VALVE	= MAIN BUILDING SPRINKLER VALVE(S)
	= ELEVATOR	SPRINKLER ZONE CONTROL VALVE	= FLOOR / ZONE SPRINKLER VALVE(S)
	= FIRE ALARM DETECTOR	ROOF HYDRANT	= ROOF HOSE CONNECTIONS
	= DUCT DETECTOR	FIRE PUMP	= FIRE PUMP FOR PRESSURE SUPPORT OF SPRINKLERS
	= FIRE HYDRANT	EMERGENCY GENERATOR	= GENERATOR FOR EMERGENCY SYSTEMS
	= WATER SHUT-OFF	AREA OF REFUGE	= AREA OF REFUGE PROVIDES EXTRA SMOKE & FIRE PROTECTION
	= NATURAL GAS SHUT-OFF	FIRST AID	= FIRST AID KIT OR FIRST AID ROOM LOCATION
	= ELECTRICAL SHUT-OFF	HAZARD LABEL HAZARD	= LOCATION AND IDENTIFICATION OF BUILDING HAZARDS



(C) WPS - 05/15/2002



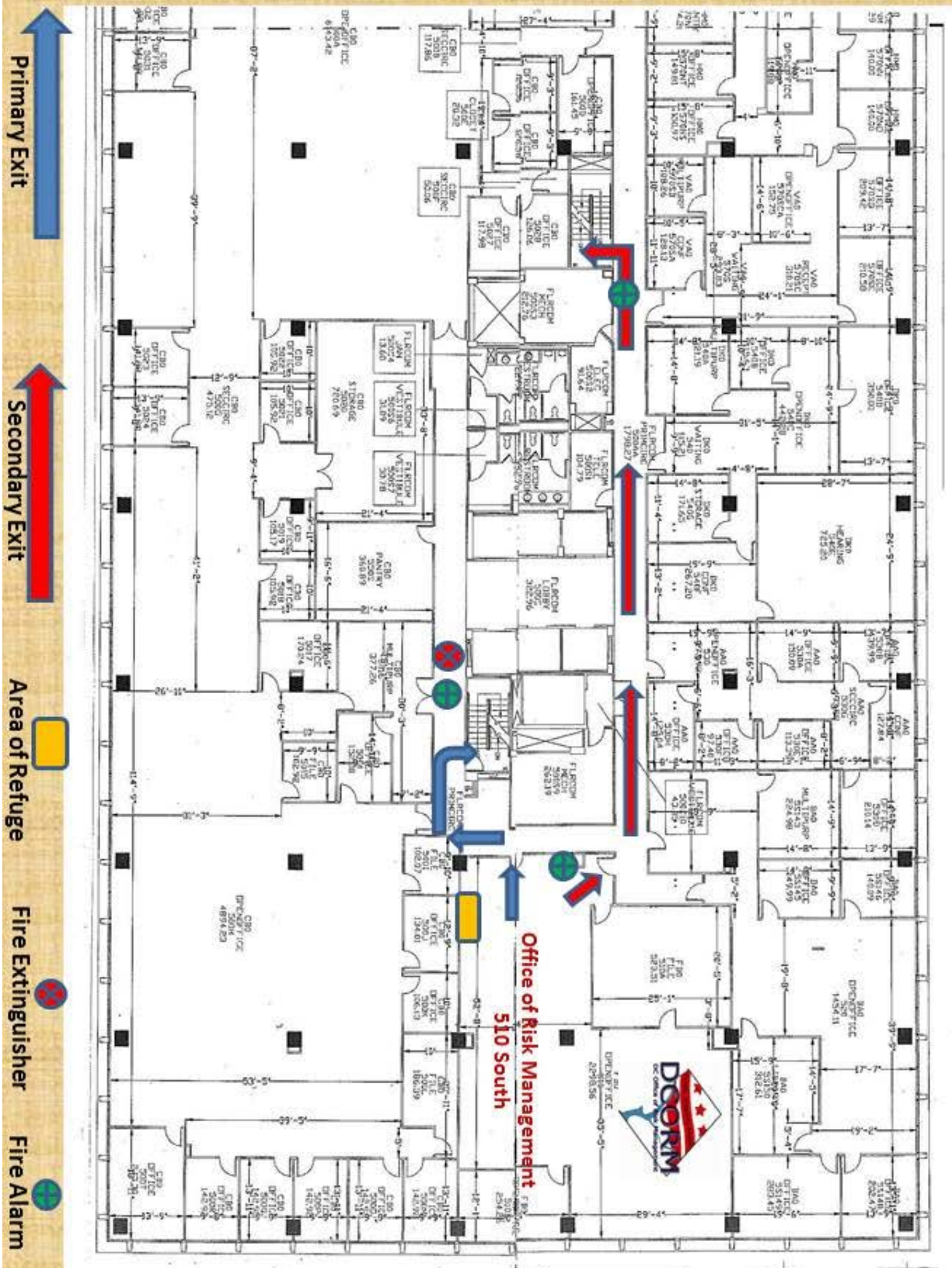
DC Office of Risk Management Evacuation Routes 800 South

See signs posted at elevators for additional exit stairwell locations.

Primary Exit Routes
Secondary Exit Routes

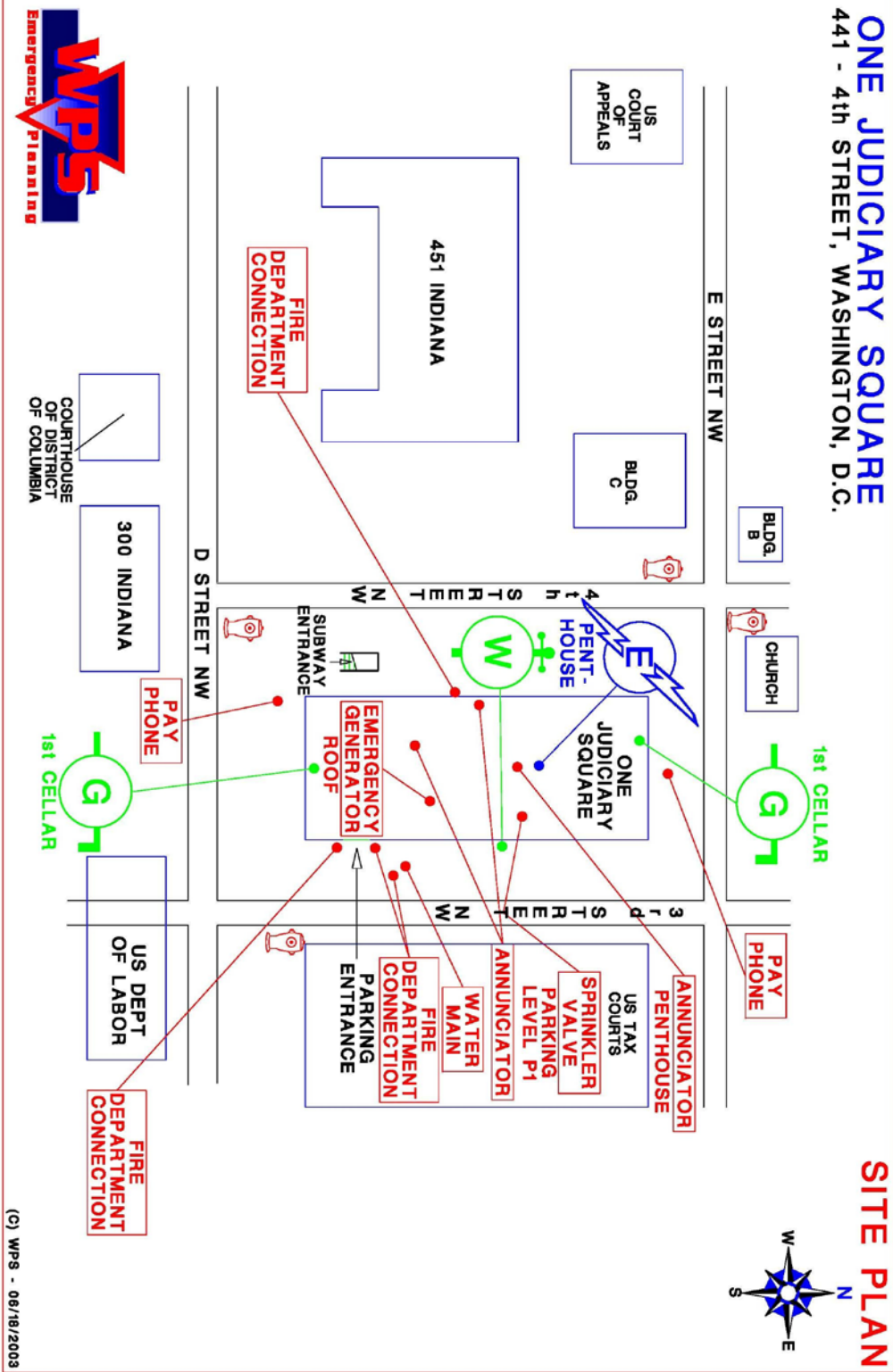


One Judiciary Square - Office of Risk Management
441 4th Street NW - Suite 510 South



ONE JUDICIARY SQUARE 441 - 4th STREET, WASHINGTON, D.C.

SITE PLAN

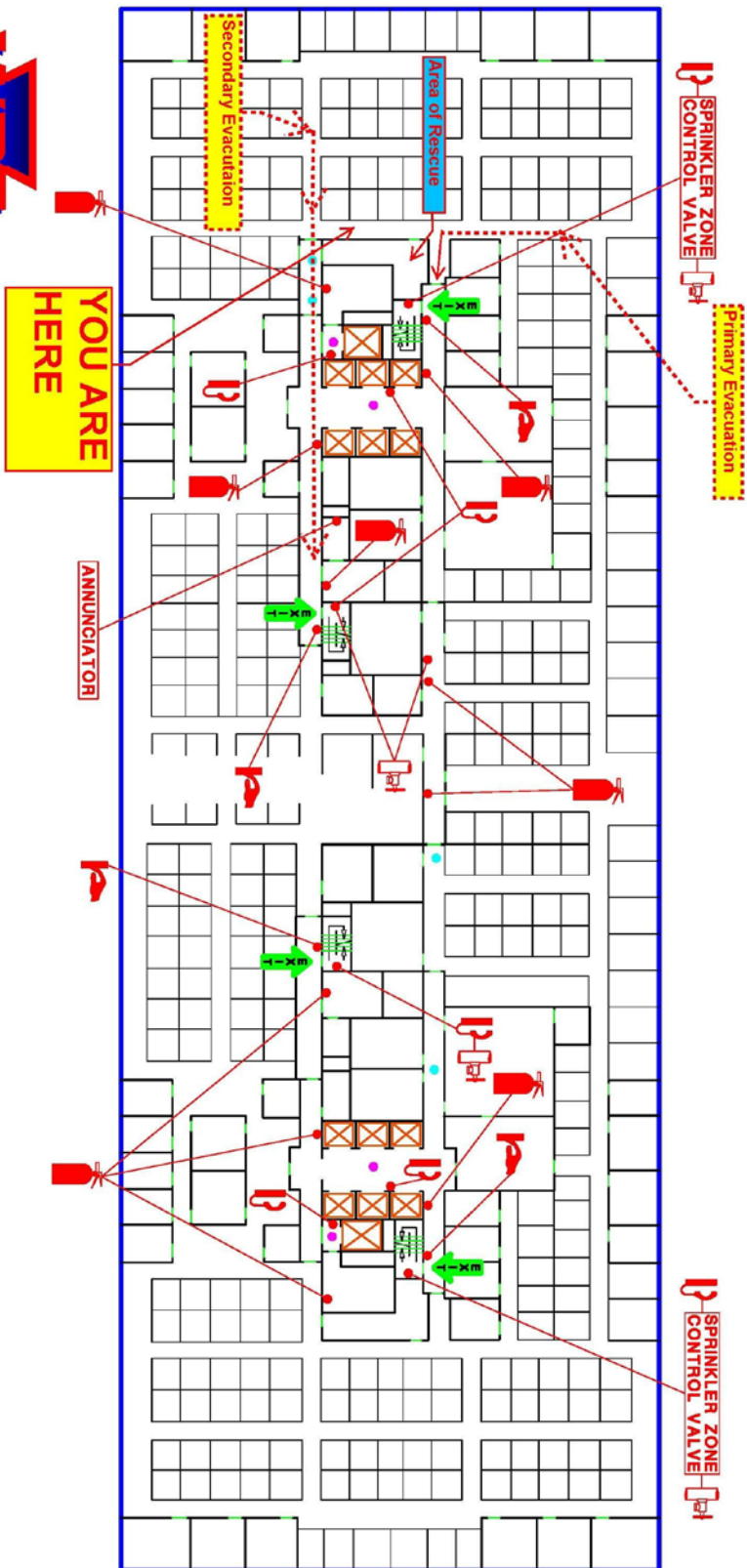
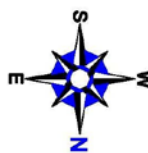


(c) WPS - 06/18/2003

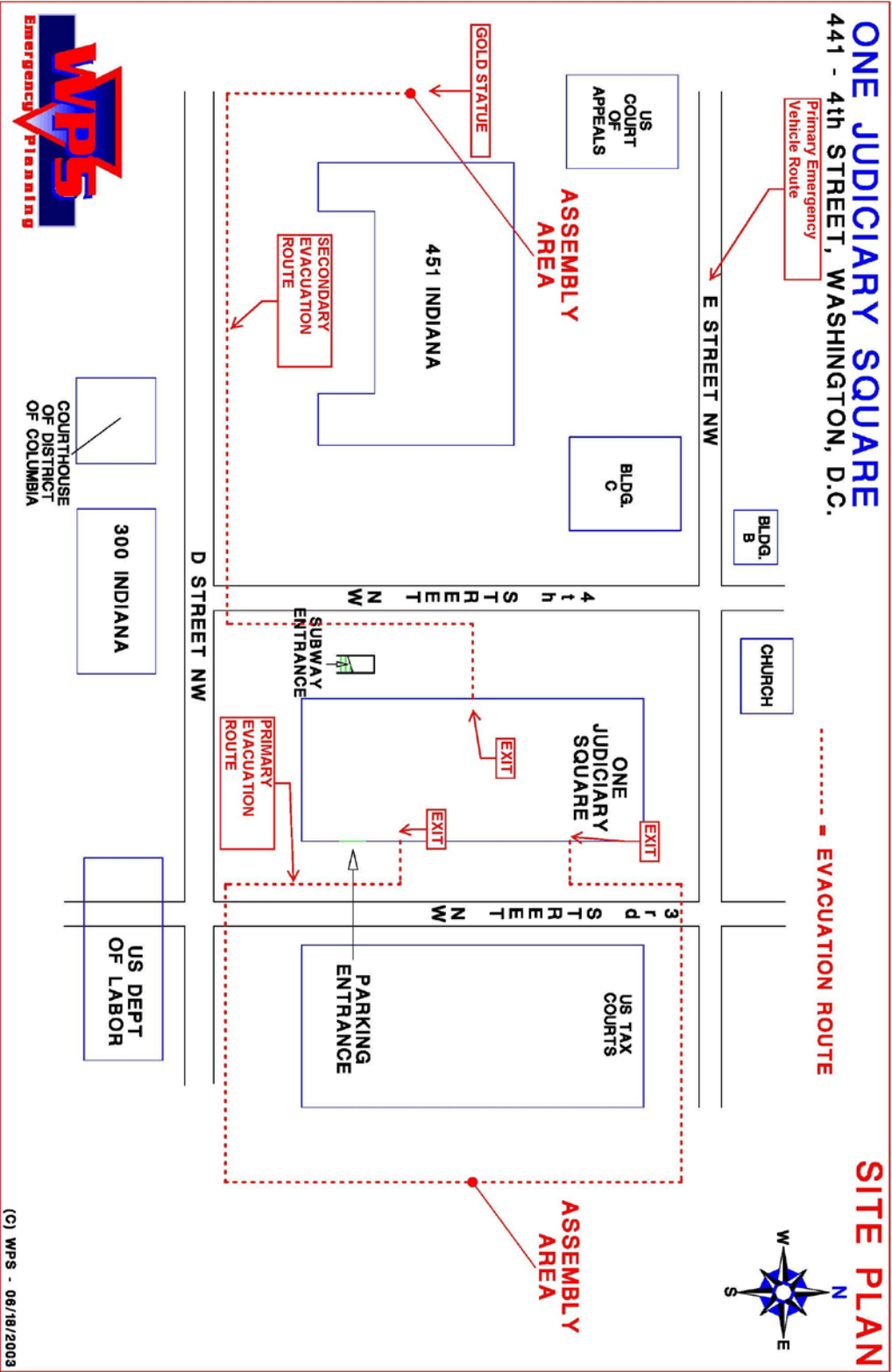
ONE JUDICIARY SQUARE

441 - 4th STREET NW, WASHINGTON, D.C.

8th FLOOR



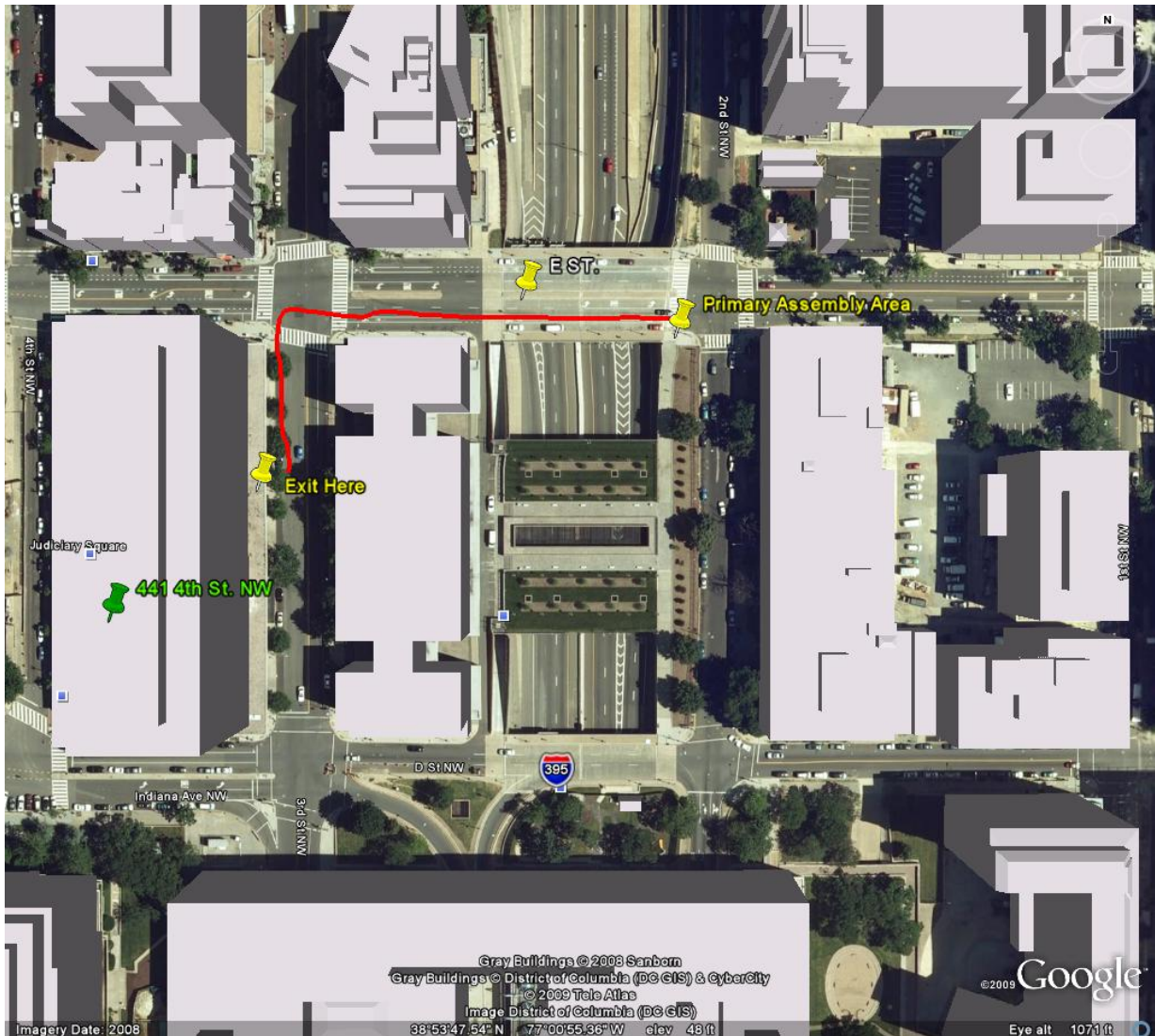
(C) WPS - 06/12/2003



Means of Egress: Primary Assembly Area

South Stairwell –
8TH and 5th Floor Office of Risk Management

- Enter South Stairwell
- Descend stairs to the 1st loading dock and proceed to closest accessible exit
- Exit from loading dock onto 3rd St.
- Turn left on 3rd St. to E St.
- Turn right on E St.
- Proceed 1 block past U.S. Tax Court -cross over I-395 overpass to corner of 2nd and E St., west side next to iron fence

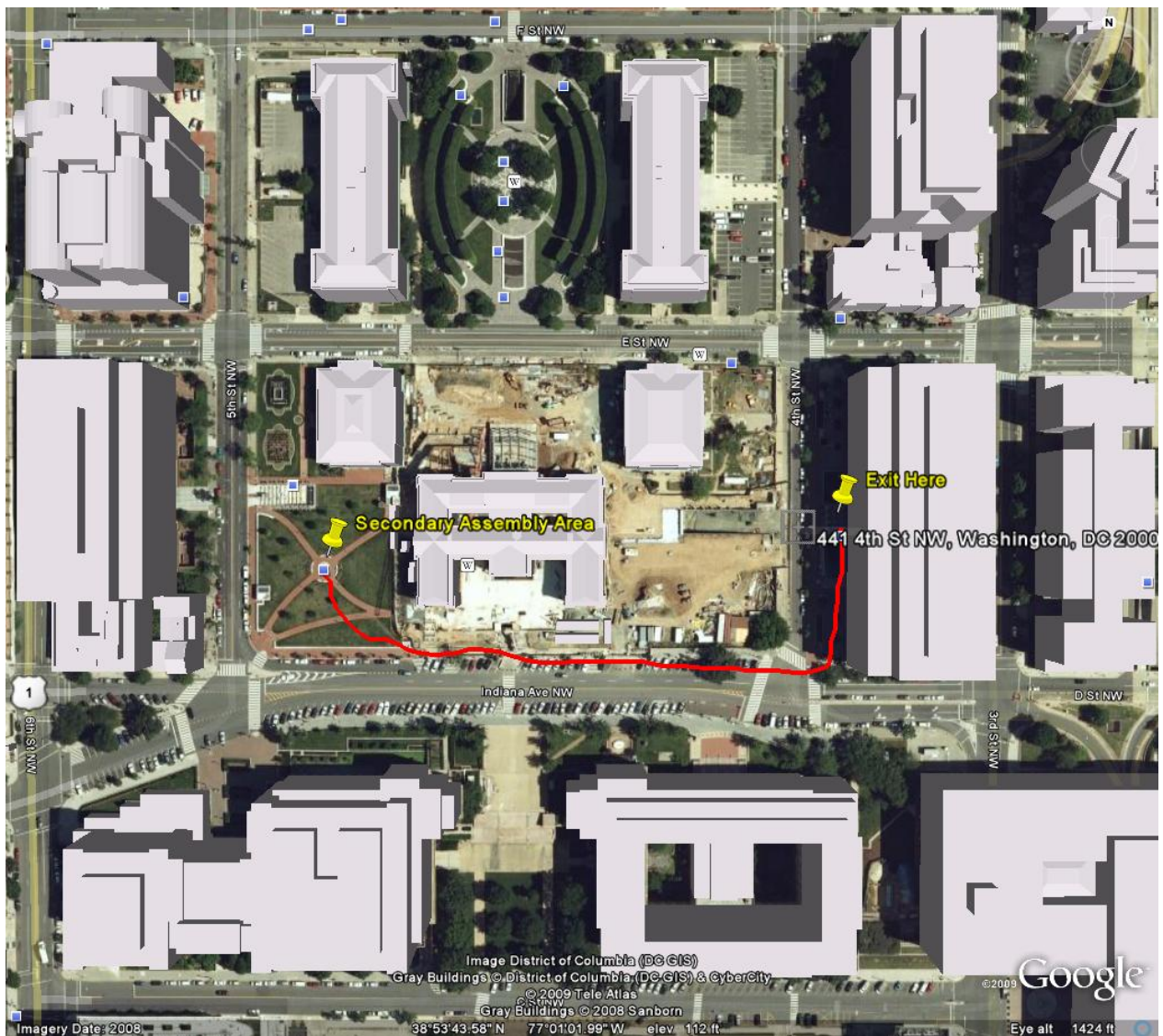


Means of Egress: Secondary Assembly Area

South Stairwell –
8TH and 5th Floor Office of Risk Management

- Enter South Stairwell
- Descend stairs to the 1st floor lobby and proceed to 4th St.
- Turn left and cross 4th St.
- Turn right at MPD 300 Indiana Ave., pass courthouse
- Turn right on 5th St. – cross to park assembly area, and wait by gold statue

Fire vehicles primary route is E St. N.W. to 4th St.



**AREA OF REFUGE
NOTIFICATION INFORMATION**

INSTRUCTIONS:

In an emergency if you are unable to safely evacuate the building you may be instructed to go to the nearest *Area of Refuge*. A Building Emergency Response Team (BERT) member is responsible to communicate information related to individuals who are awaiting assistance in an *Area of Refuge*.

Please provide the following information to the Building Emergency Response Team Member who will hand the information to the Incident Commander.

Location of Area of Refuge:

Provide the number (all stairwells are numbered) of the stairwell closest to the *Area of Refuge*.

Number of people in the *Area of Refuge*. _____

Type assistance required:

- _____ Wheelchair user
- _____ Mobility impaired, unable to walk down stairs without assistance
- _____ Cognitive disability
- _____ Visual impairment
- _____ Health related-cardiac, breathing, etc.
- _____ Other (Please specify) _____

EMPLOYEE TRAINING RECORD

Name of training: Fire and Emergency Response Procedures

Employee:

Orientation Date:

Annual Date:

_____ **Employee duties during a fire or emergency evacuation**

_____ **Fire hazards and materials in the workplace**

_____ **Proper procedures for preventing fires**

_____ **Fire alarm and evacuation signals**

_____ **Evacuation routes**

_____ **Areas of Refuge**

_____ **Exterior assembly areas**

_____ **Evacuation procedures**

_____ **Location of portable fire extinguishers or other manual fire fighting equipment and protective clothing**

Employee Signature: _____ **Date** _____

Instructor/Supervisor Signature: _____ **Date** _____

EMERGENCY EVACUATION DRILL RECORD

405.5 1-9

Person conducting drill: _____

Date of drill: _____ Time of drill _____ Total evac. time _____

Notification method used: _____

Staff members on duty and participating:

Staff Members	Staff Members

Number of occupants evacuated: _____ Weather condition _____

Special conditions simulated: _____

Problems encountered:

EMERGENCY CONTACT INFORMATION

441 4th St. NW

Name	Responsibility	Phone Number	Cell Number	Email
	Building Manager			
	Floor Warden			
	Asst. Floor Warden			
	Zone Monitor			
	Zone Monitor Alt.			
	Assembly Area Mon.			
	Assembly Area Monitor Alt.			
	Housekeeping			
	Security			
	Trained – CPR			
	Trained 1 st Aid			
	C.E.R.T. Member			

EMERGENCY EVACUATION PLANNING – ACCOMODATION FORM

We are asking all employees to identify any medical limitations they have that may interfere with emergency evacuation plan. Self-identification is voluntary and the information you provide will be kept confidential and shared only with those who have responsibilities under the emergency evacuation plan.	
Do you have limitations that may interfere with your ability to evacuate during an emergency?	
If yes, what type of assistance do you need?	
In the event of an emergency, will you need any special medication, equipment, or device (e.g.), (a mask because of a respiratory impairment, an evacuation device because you cannot climb or descend stairs)?	
If yes, what will you need?	
<p>If additional information is needed, we will contact you as soon as possible. If you have any questions, please let us know.</p>	

Please return this form to the Floor Warden:

Thomas Herbert	Floor Warden	(202) 727-8474	(202) 436-6670	Thomas.Herbert@dc.gov
--------------------------------	--------------	--------------------------------	--------------------------------	--

AFTER DRILL/INCIDENT ACTION REPORT

Date of incident _____

Name	Title	Agency	Phone	Email

What went right?

Identify problems during the incident:

Plan of correction: (include what will be corrected, who will be responsible for the correction and when it will be completed)

Time required to complete the evacuation _____

Weather conditions when occupants were evacuated: _____

Completed by: _____ Date _____

FBI *Advisory*

If you receive a suspicious letter or package
What should you do?

- 1** Handle with care
Don't shake or bump
- 2** Isolate and look for indicators
- 3** Don't Open, Smell or Taste
- 4** Treat it as Suspect!
Call 911



If parcel is open and/or a threat is identified. . .

For a Bomb

Evacuate Immediately
Call 911 (Police)

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)

Contact local FBI

Call 911 (Police)
Contact local FBI

Contact local FBI
Wash your hands with soap and warm water



Police Department _____