



The Department on Disability Services
EMERGENCY RESPONSE PLAN
Fiscal Year 2013



1125 15TH Street, NW,

(202) 730-1684

www.DDS.dc.gov

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



DDS EMERGENCY RESPONSE PLAN

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1. INTRODUCTION

The mission of the Department on Disability Services is to provide innovative, high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia. In keeping with this mission, DDS is committed to ensuring that its Emergency Response Plan (ERP) has been developed, implemented and exercised. DDS Building Emergency Response Team (BERT) members will work to ensure the safe evacuation of all personnel, customers and visitors from the building in the event an emergency has been identified in the building and evacuation is the determined plan of action.

The D.C. Government's policy on fire and other emergencies specifies that the D.C. Department of Fire & Emergency Medical Services (DC/FEMS) is the primary agency responsible for managing fire, medical and other related emergencies and they are to be notified as soon as possible of such situations. The Metropolitan Police Department (MPD) is the lead agency responsible for handling bomb threats, suspicious packages and other criminal activity. Occupants of the building 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.

2. SCOPE OF PLAN

The purpose of the ERP is to establish procedures for responding to emergencies and to ensure the safety and security of personnel and facilities at the Department on Disability Services (DDS). The plan includes procedures for shelter in place strategies or the safe evacuation of the building in the event that an emergency has been identified, ensuring that all personnel, clients, visitors and contractors are relocated to the area selected for sheltering or evacuated from the building in a calm and orderly manner, to a pre-designated assembly area.

The plan is designed to function in coordination with the general building evacuation plan and the D.C. Government City Wide Emergency Plan (District Response Plan), a copy of which is located with the Agency Risk Management Representative (ARMR). The plan also includes minimum emergency elements required by OSHA (29 CFR, Part 1910.38). The DDS Risk Assessment Committee (RACC) under the direction ARMR, William Davidson, will review and modify this plan on an annual basis, at a minimum

This plan covers DDS's core facility at 1125 15th Street, NW, Washington, D.C. 20005. This is a 12-story office building (with 3 below ground level – 15 levels total) constructed in 1970 and currently managed by S. C. Herman & Associates, Inc.

3. GENERAL EMPLOYEE RESPONSIBILITIES

The ERP is provided to all employees in written format as a Word document upon hire at the time of agency orientation. Upon request of the ARMR¹, the plan will be provided in alternate formats.

Employees are responsible for following safety rules and emergency procedures and instructions. Employees are responsible for knowing how to and rapidly reporting any emergency to a supervisor and calling 911, if appropriate. The Risk Management Officer shall also be notified of any emergency that takes place in the building.

It is the responsibility of each employee to know the proper actions to take during an emergency, including computer backup procedures. All personnel are responsible for reading the contents of the ERP and to be aware of location of exits, evacuation routes (at least two ways out), procedures and assembly points. Personnel should know the location of first aid kits, fire alarms, and extinguishers. Employees should know how to activate the fire alarms and utilize extinguishers.

Employees should follow instructions of BERT members, the Incident Commander, FIRE/EMS, MPD or other authorities involved in the incident. Employees should take all emergencies seriously.

4. BUILDING EMERGENCY RESPONSE TEAM (BERT)

The ERP Team will be responsible for the coordination of the evacuation operation in an emergency situation. The required personnel and their duties are described below:

DDS shall have a Floor Wardens, Assistant Floor Warden, Zone Monitors and Assembly Area Monitor (and alternates for each), appointed by the ARMR. Note: The duties of these persons must not significantly delay evacuation from the building or put them in danger. The persons selected must:

- ✓ 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; and
- ✓ Be familiar with the emergency response plan.

¹ Willam Davidson, currently serves as the ARMR and can be contacted at 202-730-1684, via email at bill.davidson@dc.gov or by visiting 1125 15th Street, 2nd Floor, NW, Washington, D.C. 20005.

A. Floor Wardens/Assistant Floor Warden

Each floor shall have a two floor Warden appointed by the ARMR (**See Appendix A for List of DDS Assigned Floor Wardens**). Floor Wardens are responsible for all work places within their areas of responsibility.

The duties of each Floor Warden include:

- Coordinate and implement the approved evacuation plan upon notification of an emergency incident.
- Act as “supervisor” of the suite or area under their direct control.
- **Notification/Communication:** Receive and dispatch information and instructions relating to a given emergency and oversee the evacuation of personnel from their area. The preferred method to notify occupants of an emergency situation is the fire alarm system. Notification can also be done through the duress strobe lights or directly (person-to-person) or through the use of communication resources (i.e., blowhorns, whistles, cell phones, landlines etc.). If not already activated and when necessary, the floor warden should ensure that the red/evacuation duress signals are activated (if necessary to evacuate) or the blue/shelter-in-place duress signal (if necessary to shelter-in-place) by contacting those persons that sit at the places where the activation switches are located or by attempting to activate the switches themselves.
- Be aware of any person who may need assistance in evacuating the area and if someone is not able to evacuate the area direct them to the Area of Rescue Assistance to await rescue.
- Inform contactors and visitors of the plan.
- Instructing new and current employees in evacuation procedures, evacuation routes and the location of fire exits, alarms and extinguishers.
- Conducting weekly checks to ensure that evacuation exits are unobstructed and exit signs and any emergency lighting are functioning.
- Performing a monthly visual check of fire extinguishers in area of responsibility.
- Ensuring that emergency supplies, including a flashlight, battery operated radio and first aid kit, are present.
- Participating in periodic building safety inspections.
- Participating in the planning and conducting of drills.
- Identifying equipment that must be shut off prior to an evacuation.
- Knowing the location of any persons who may require assistance during an emergency evacuation and knowing how to provide assistance.
- Ensure that every person with a disability is assigned to a co-worker “buddy” who agrees to stay with them and/or assist them to evacuate. Ensure the “buddy” is there and able to assist.
- Identify safe areas and communicate to the disabled and their co-worker “buddies”
- Assisting employees and visitors to evacuate the building.
- Ensuring that no one is left in his or her area of responsibility in the case of evacuation.

- Closing all doors in his/her area of responsibility.
- Reporting to the designated assembly area to account for employees after evacuation.
- Reporting any unaccounted persons or persons remaining in their area to the Fire Dept. Incident Commander upon their arrival.

The duties of the Assistant Floor Warden are (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 for notifying 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.

B. Zone Monitor Duties

Each floor shall have a Zone Monitor appointed by the ARMR (See Appendix A for List of DDS Assigned Zone Monitors).

The duties of each Zone Monitor include:

- Be responsible to the Floor Warden for ensuring that all personnel leave their area and go to the stairwell or exit designated for their safety – important areas to be searched include restrooms, conference rooms or locker rooms.
- Ensure that all doors are closed to reduce the spread of fire and smoke.
- Be familiar with all non-visible areas and be sure everyone is out.
- Report to the Floor Warden when they have completed their search reporting:
 - that their space is clear
 - any disabled employees and co-workers that remain and where they are located
 - any problems they may have encountered.
- Take no action without checking with the Floor Warden, except under extreme circumstances.

C. Assembly Area Monitor Duties (See Appendix A for the name of the Assembly Area Monitor)

The ARMR shall serve as the Assembly Area Monitor.

The duties of the Assembly Area Monitor include:

- Maintain an up to date list of employees for each Unit
- Take the employee list out of the building on evacuation
- Take the visitors book out of the building

- Take attendance of employees and visitors as they report to the assembly area
- Assemble the names of all individuals identified as not reporting
- Forward the list of anyone in an Area of Rescue Assistance, along with location, to the Fire Department Incident Commander
- Utilize the Emergency Evacuation Search Record Form when necessary in searching for an employee or visitor. **See Appendix E.**

D. Special Assistance Monitor (See Appendix A for the names of the Special Assistance Monitors)

The Special Assistance Monitor provides assistance and information to persons with disabilities in order to determine how best to provide assistance during the emergency. They will also provide information to the Floor Warden and Assembly Area Monitor as to whether any persons with disabilities were unable to evacuate safely and must utilize the Area of Rescue Assistance. They will complete the Area of Rescue Assistance information form provided in Appendix T and provide it to the Assembly Area Monitor and Incident Commander. Once they reach the Assembly Area Monitor and provide the information they will continue to ensure any persons in the Area of Rescue Assistance are provided assistance. The Special Assistance Monitor will also provide assistance during Shelter-in-Place incidents.

5. RESCUE AND MEDICAL DUTIES

- At least one (1) person for each floor shall be trained in first aid and CPR. The names of trained personnel shall be included in the BERT roster. Training shall be provided at no cost to the employee.
- At least one (1) first aid kit shall be available on each floor and shall include a CPR mask and Infection control items. The Floor Warden shall check the first aid kit monthly for supplies.
- The Floor Warden shall record all injuries requiring first aid and the supplies used to treat the injury, and shall report the incident to William Davidson, the ARMR.
- If an ambulance is requested, the Floor Warden or an employee shall go to the building entrance to direct the crew to the patient.

6. FLOOR PLAN

A floor plan shall be conspicuously posted in each work area indicating the direction of travel to two (2) different exits. (**See Appendix C**)

7. TRAINING

Employees shall be trained in the substance of the ERP and evacuation procedures (**See Appendices A-N**) on an annual basis at a minimum. In addition to the procedures outlined in Appendices A-N employees shall be trained on evacuation routes, areas of rescue assistance, exterior assembly areas, evacuation procedures, and the location of portable fire extinguishers or other manual fire-fighting equipment and protective clothing. All new employees will be provided a copy of the plan and training during agency orientation.

Employees with designated responsibilities – BERT Members - under this plan are to be adequately trained to carry out their duties. BERT trainings are held on an annual basis at a minimum with refresher training provided periodically.

Drills are held at least quarterly. The drills will include the use of the alarm system, shelter-in-place and evacuation of the building, among other scenarios outlined in Appendices A-N. The appropriate authorities (i.e., Fire Code Official, Metropolitan Police Department (MPD), Protective Services Division (PSD) and others) will be notified of drills as appropriate dependent on the type of drill. The Emergency Evacuation Drill Record and After Drill Action Report Forms shall be used to record and evaluate the drill. (The information that is required to be captured is outlined on the forms.) **See Appendix U**. A copy of the Evacuation Drill Record and After Drill Action Report will be maintained by the ARMR.

The procedures to be followed in the event of a medical emergency or violent incident are outlined in the DDS Safety and Injury and Illness Prevention Program outlined within the DDS Policies and Procedure Manual.

Appendices A-N outline designated agency personnel, general evacuation procedures, procedures specific to certain types of incidents and contact numbers, as follows:

- Appendix A: Agency Floor Warden/Zone Monitor Designations
- Appendix B: Medical Emergencies and Persons Trained in First Aid
- Appendix C: Evacuation Floor Plans
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.
- Appendix D: Reporting An Emergency By Phone
- Appendix E: Building Evacuation & BERT Duties & Communication Protocol
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.
- Appendix F: Shelter In Place Procedures
- Appendix G: Procedures in the Event of Fire
- Appendix H: Fire Prevention
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.
- Appendix I: Fire Extinguishers
Employees 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. There are no DDS employees assigned fire-fighting duties.
- Appendix J: Bomb Threat Procedures
- Appendix K: Suspicious Packages & Mail Procedures
- Appendix L: Chemical/Hazardous Material Incidents
- Appendix M: Medical Emergencies

- Appendix N: Workplace Violence
- Appendix O: Safety Inspections
- Appendix P: Disaster Planning and the Management Services Officer and Maintenance Mechanic (Building Engineer)
- Appendix Q: Important Numbers
- Appendix R: Equipment and Supply Lists
- Appendix S: Reasonable Accommodation Request Form For Employers
Emergency Evacuation Planning: Accommodation Form for Employers
Emergency Evacuation Planning: Accommodation Form for Visitors, Students and Others
- Appendix T: Area of Rescue Assistance Form
- Appendix U: Emergency Evacuation Drill Record Form
After Drill/Incident Action Report Form

A record of completed training by all employees shall be maintained by the ARMR and supervisors and a record will be kept in the employee agency personnel file. Employees are provided certificates of completion of training.

8. PROCEDURES TO PERFORM CRITICAL PLANT OPERATIONS

Not applicable to DDS employees.

9. PROCEDURES TO ACCOUNT FOR EMPLOYEES AFTER EMERGENCY EVACUATION

- All employees evacuating the building in an emergency shall assemble at the **corner of 14th and Vermont Avenue NW**. The DC/FEMS Incident Commander may designate an alternative assembly point if the primary site is not safe or available.
- Floor Wardens shall ensure that all employees from their areas of responsibility are accounted for.
- Assembly Area Monitors should maintain an up to date list of employees for each Unit in their area and take the employee list out of the building on evacuation. This updated list of employees is posted at each exit to the building so that the person can grab the list upon exiting the building.
- A BERT member (Area Monitor, Zone Monitor, Floor Warden or ARMR) shall report any unaccounted persons to the Fire Dept Incident Commander, and give the person's last known location. These persons should utilize the Emergency Evacuation Search Record Form when necessary in searching for an employee or visitor. **See Appendix E.**
- Employees shall remain at the assembly point until all persons are accounted for and have been released by the DC/FEMS Incident Commander or the ARMR or his/her designee.

Recall-Reentry:

- The Incident Commander will notify the Floor Warden or ARMR that it is safe to return employees/visitors to the building.
- The Floor Warden or ARMR provide the recall-reentry information to the Assembly Area Monitor who will in turn notify the employees they may return to the building.
- If the employees will be dismissed for the day or until further notice, the Director (or designee) will provide notification.

10. PROCEDURES TO EVACUATE PERSONS WITH DISABILITIES

It is essential to involve persons with disabilities in emergency evacuation planning. There are no requirements in the American With Disabilities Act 1990 (ADA) related to evacuation planning. For the District of Columbia, evacuation planning is referenced in District Code and utilizes the International Fire Code, 2000 edition and pertains to all occupants of a building or facility. Persons with disabilities should assist in the development of emergency evacuation plans.

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

- All employees must be provided with the opportunity to complete a disclosure form.²
- Completing the disclosure form is voluntary for all employees.
- A statement is to be provided to employees on how the information will be used.
- All information is to be treated as confidential and only shared with those who need to know, first aid personnel, safety staff and those responsible for implementing the emergency response 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.
- 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 in place to safety evacuate.

Policy: All employees are requested to identify any medical limitations they have that may interfere with emergency evacuation. This information will be collected to help the agency to plan for emergency situations within its 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. The form is provided in **Appendix S**.

Public venues, privately-owned buildings and transportation facilities may request information from visitors to assist them in effectively accommodating facility evacuation needs. All visitors to the DDS are requested to identify any medical limitations they have that may interfere with emergency evacuation. This information will be collected to help the agency to plan for emergency situations within its 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. The form is provided in **Appendix S**.

Employees or visitors can obtain reasonable accommodation forms for reasonable job accommodation or for emergency evacuation purposes from the ARMR or in Appendix S of this ERP.

² Disclosure for emergency evacuation planning is not the same as a "requested for reasonable job accommodation" by an employee. A form is provided in Appendix S for current employees and reasonable job accommodation requests. Separate accommodation forms for emergency evacuation for employees, visitors, students or others is also provided in Appendix S regarding medical limitations in emergencies related to evacuation.

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.

Special Assistance Monitor: The Special Assistance Monitor, a BERT member, provides assistance and information to persons with disabilities in order to determine how best to provide assistance during the emergency. See Section 4D.

Buddy System: As discussed within Section 4, a buddy system should be established to assist persons with disabilities. The Buddy System utilizes the natural support of a co-worker(s) to provide assistance in an emergency for a person with a disability. A Buddy will be provided upon request in accordance with disclosure in this section. 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.

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. The individual's Buddy, Special Assistance Monitor or other BERT member will provide assistance and guidance to the nearest exit and to the assembly area, to the "shelter-inplace" or "area or rescue."

Risks to consider when using the Buddy System:

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

11. AREA OF RESCUE ASSISTANCE (AREA OF REFUGE)

An Area of Rescue Assistance or Refuge is an area where persons unable to safely evacuate the building can remain temporarily to await instructions or assistance during an emergency evacuation (International Fire Code, 2000 edition, [B] Section 1002, Area of Refuge).

Areas of Rescue Assistance have been designated on all levels of the agency and are as follows:

First Floor – Intake Area Room

Second Floor – West Lobby Area

Third Floor – 1st Conference Room South Corridor

Forth Floor – West Lobby Area
Eight Floor – West Lobby Area
Ninth Floor – West Lobby Area

. These areas are accessible from the spaces it serves by an accessible means of egress and have direct access to either path leading to an enclosed stairway. These areas also accommodate a wheelchair space of 30 inches (762 mm) by 48 inches (1219 mm) for the occupancy of the building. A Building Emergency Response Team (BERT) member is responsible for communicating information related to individuals who are awaiting assistance in the Area of Rescue Assistance. This information may be relayed through two-way radios, phone, computer technology or other means of communication available.

The BERT member will provide the Incident Commander with the information as requested on the Area of Rescue Assistance Form. **See Appendix T.**

In the event an individual (i.e., This may be a person with a hidden disability, i.e., anxiety disorder, PTSD, etc.) 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.

12. PROCEDURES TO REPORT FIRE OR OTHER EMERGENCIES

- Fire alarm pull stations are to be used in the event of a fire or other imminent emergency. Fire alarm pull stations are located near the two (2) marked exit stairwells on the 1st, 2nd, 3rd, 4th, 8th and 9th floors; and near the (3) marked external exits on the first floor.
- Dial 9-911 to report a fire or other emergency. Do not hang up until the 911 call-taker has all the information requested. (see Reporting an Emergency)
- In addition to the Director, the following shall be notified as soon as practicable;
 - Protective Services Division
 - DDS ARMR
 - Deputy Director of Administrations
 - The D.C. Office of Property Management (building management)
 - D.C. Emergency Management Agency
 - The D.C. Office of the Deputy Major for Public Safety and Justice
 - The D.C. Office of Personnel (if employees are unable to return to work).

13. CONTACT INFORMATION FOR AGENCY RACC MEMBERS

William Davidson, Agency Risk Manager
Department on Disability Services
Ph: 202-730-1684 (o); 202-215-0421 (c)

Risk Control Specialist
D.C. Office of Risk Management
Ph: 202 727 2474

(Contact to be provided by EMA)
D.C. Emergency Management Agency
Ph: 202 727-6161

(Contact to be provided by Fire/EMS)
D.C. Fire and Emergency Medical Services
Ph: 202 673-3331

DDS Risk Assessment Control Committee Members:
Deborah Bonsack, Chief of Staff
Darlene Richardson, Administrative Specialist
Bill Davidson, Risk Management Officer

14. SECURITY

DRES shall provide for a Security Officer to be on call for DDS 24 hours a day. All employees shall have in their possession their DC Government issued ID at all times, contractors and visitors shall be required to sign in/out at all times. Exterior doors shall be locked from the outside except for the main entrance, which shall be open between 0700 and 1700 hours. The officer shall ensure that locked exterior doors are not blocked open at any time. Doors shall be equipped so that employees can exit the building after hours in an emergency. Should there be a need for security please contact Richard A. Lopez, Commander of Protective Services Division 202-698-8103 office 202 698-5091 fax or email Richard.lopez@dc.gov

In the event of an emergency the security officer shall secure the area, prevent the entry of all unauthorized persons and conduct an initial survey of damage and injuries and identify major problems. The officer shall be instructed to assist in emergency operations, including assisting in the evacuation of persons from the building. The officer shall be provided training in first aid, fire extinguisher use and prevention of workplace violence and be provided with necessary equipment, including phones and flashlights.

In the event of an evacuation, the security officers shall remain in the main entrance and ensure that the elevators are not used. They shall also assist in directing traffic toward the exits and search the nearby bathrooms. These activities must not put the officer in danger. After the evacuation is complete, they shall provide necessary action to prevent non-essential personnel from entering the building

APPENDICES

APPENDIX A – Floor Wardens, Zone Monitors, Assembly Area Monitors, Special Assistant Monitors (Duties Outlined in Section 4) – AREAS OF RESPONSIBILITY

NAME	ROLE	ASSIGNED AREA	TELEPHONE #
Bill Davidson *	Risk Officer	2 nd Floor	(202) 730-1684
Beverly Cummings *	Assemble Area Monitor	First Floor	(202) 442-8622
Charles Kellam	Assemble Area Monitor	First Floor	(202) 286-9366
Aurelia Cannon-Bey *	Floor Warden	Second Floor	(202) 730-1601
Rose Boone	Assembly Area Monitor	Second Floor	(202) 730-1599
Yolanda Powell *	Floor Warden	Third Floor	(202) 730-1524
Gregory Terrell *	Alternate Floor Warden	Third Floor	(202) 730-1749
Marsha Robinson *	Floor Warden	4 th Floor	(202) 730-1628
Neha Patel	Alternate Floor Warden	4 th Floor	(202) 730-1787
Nicole Starwood	Assembly Area warden	4 th floor	(202) 730-1690
Shakira Pleasant *	Floor Warden	4 th Floor	(202) 730-1783
Shandra Smith *	Floor Warden	Eighth Floor	(202) 730-1608
Cynthia Scott	Alternate Floor Warden	Eight Floor	(202) 730-1810
Pauletter Hall	Assembly Area Monitor	Eight Floor	(202) 730-1569
Marlene Kenny *	Floor Warden	Ninth Floor	(202) 442-8450
Tania Benton	Alternate Floor Warden	Ninth Floor	(202) 442-8431
Nelson Toney	Alternate Floor Warden	Ninth Floor	(202) 497-5052
Jelani Smith	Assemble Area Monitor	Ninth Floor	(202) 478-5766
Damien Johnson	Assemble Area Monitor	Ninth Floor	(202) 679-2678
Clarence Henry	Floor Monitor	Various	(202) 730-1601
Byron Brown	Floor Monitor	Various	(202) 730-1599
Stacie Brownrigg	Floor Monitor	Various	(202) 730-1689

* Issued Radio

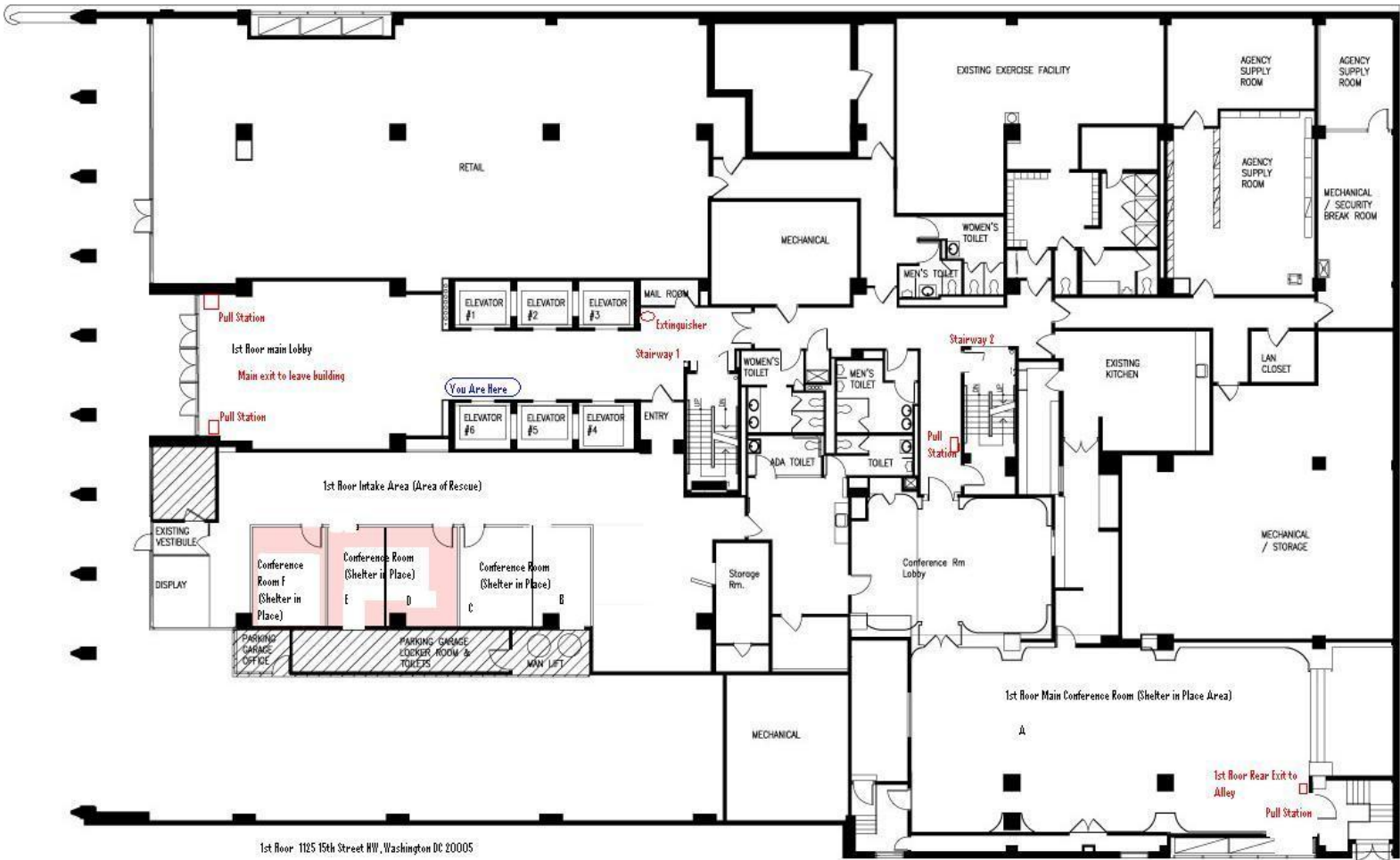
APPENDIX B – Medical Emergencies and Persons Trained in First Aid

In the event of a medical or other emergency, employees should notify call 9-911. **DO NOT** move the patient unless remaining in place endangers life. The first aid person shall **NOT** provide first aid until the arrival of EMS unless absolutely necessary. The first aid person shall attempt to learn if any employees have any chronic medical conditions, in order to be better prepared. If an ambulance is called, an employee shall be designated to meet the EMS crew and direct them to the patient.

A first aid log shall be kept and reviewed quarterly by the RACC and ERP Team to identify trends or patterns in injuries, so as to initiate corrective action. First aid supplies shall be readily available and restocked on a monthly basis. Employee work related injuries or illness shall be reported to the ARMR. The ARMR shall contact the Disability Compensation Program

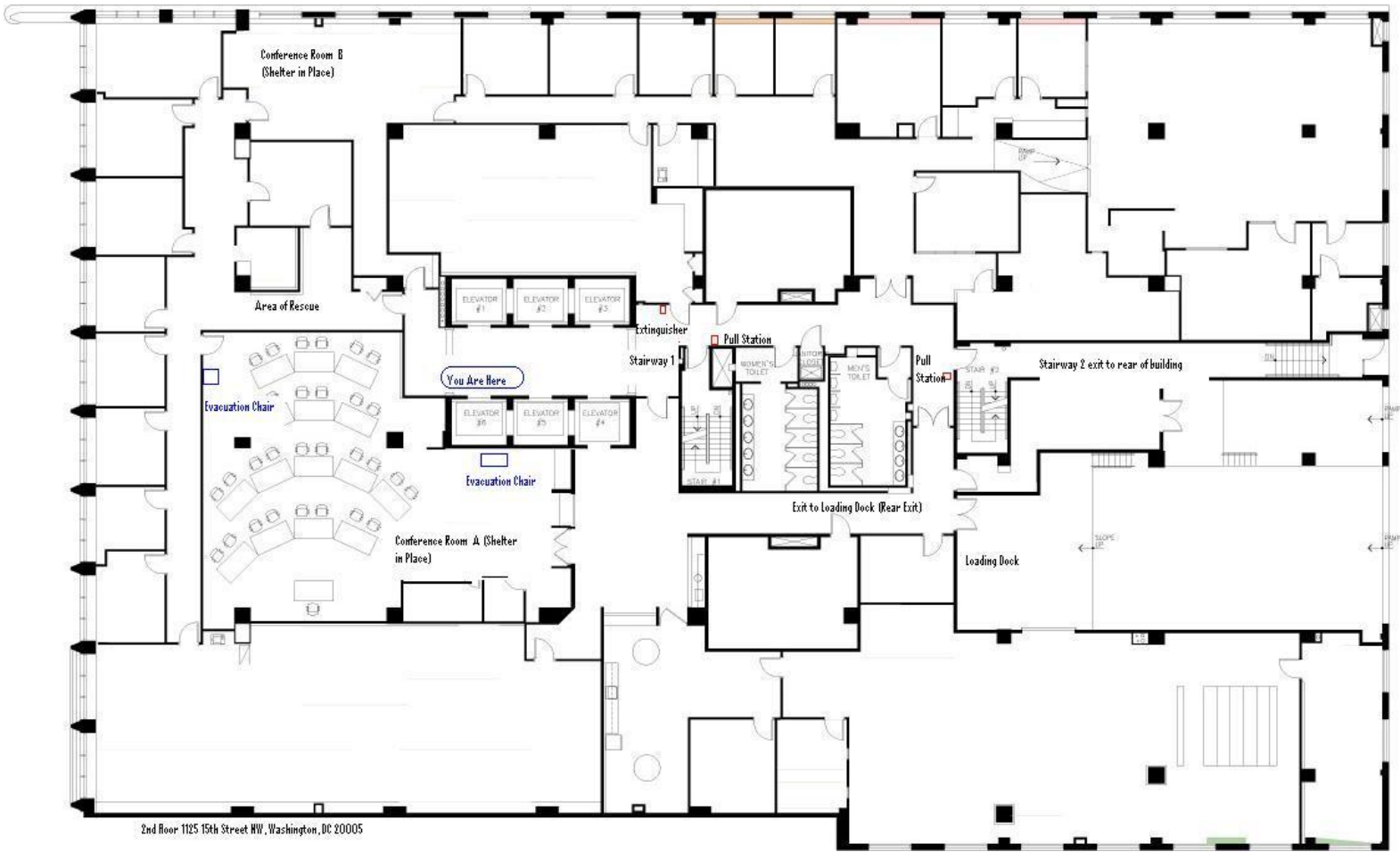
APPENDIX C – Floor Plans

Floor plan maps indicating exits, evacuation routes, assembly points, location of fire extinguishers and fire alarm pull stations shall be placed in conspicuous locations throughout the building. Employees shall be familiar with the information. The Floor Wardens shall check the plan on a regular basis to ensure that they are not altered, defaced or covered with other materials. The floor plan maps included below are placed in the locations discussed above.

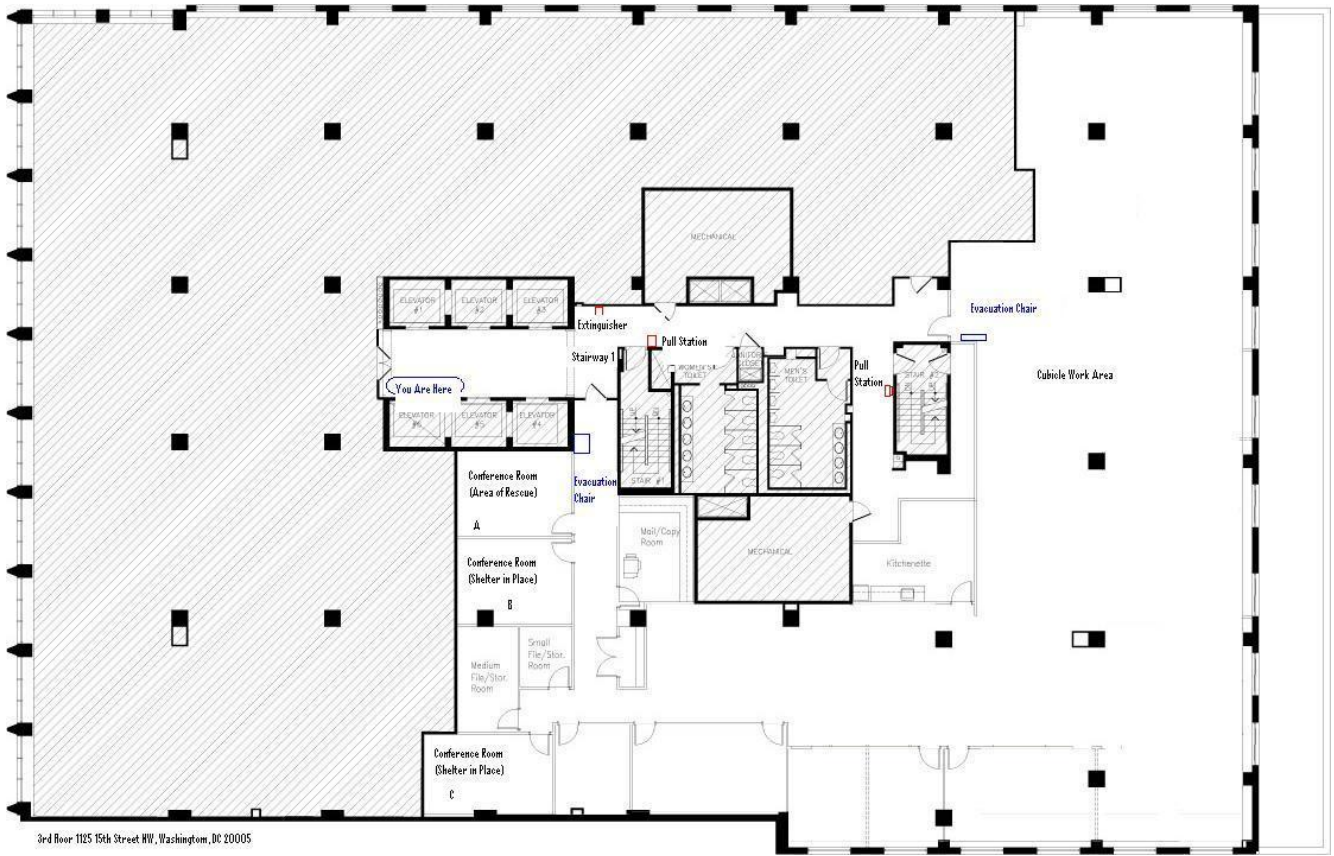


1st floor 1125 15th Street NW, Washington DC 20005

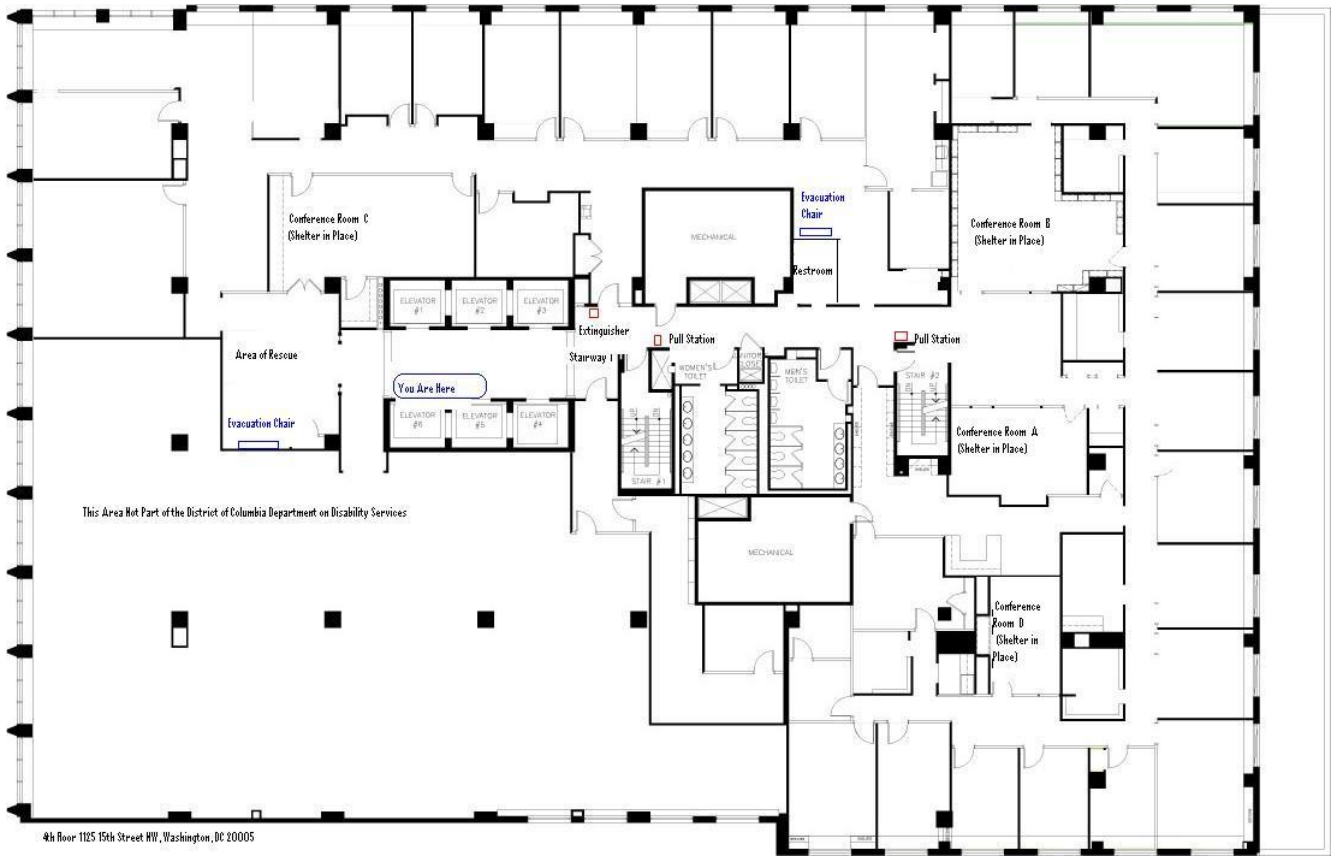
1st Floor



2nd Floor



3rd Floor



4th Floor



8th Floor



9th Floor

APPENDIX D – Reporting an Emergency/Communication

This building has an alarm system consisting of visible duress strobe lights (red – chemical duress; blue – panic and other emergency duress). building does not have a public address system.

- **Report Emergency to Authorities by Phone**
 - ~Speak slowly and clearly.
 - ~State the nature and location of the emergency.
 - ~State your name.
 - ~State the telephone number of the phone you are calling from.
 - ~**DO NOT** hang up until the dispatcher tells you to do so. Additional information may be needed.

- **Report Emergency to Occupants by using a Bull Horn**
 - ~Bull horns are location on each floor of the building (Please see Floor Plan)
 - ~Speak slowly and clearly
 - ~State the nature and location of the emergency.
 - ~State your name.

- **Report Emergency to Occupants in Person**

- **Report Emergency to Occupants by using Fire Alarm Pull Stations or Duress Lights**
 - ~The situation may call for an occupant to trigger the fire alarms or duress lights

As outlined in Section 9, a BERT member (Area Monitor, Zone Monitor, Floor Warden or ARMR) shall report any unaccounted persons to the Fire Dept Incident Commander, and give the person's last known location. These persons should utilize the Emergency Evacuation Search Record Form when necessary in searching for an employee or visitor. **See Appendix E.**

All employees are also encouraged to register with AlertDC on their District owned and personal cell phone or PDA devices. This system provides information in both written and audible formats during emergencies.

APPENDIX E - Building Evacuation & BERT Duties & Communication Protocol

The following protocol is established within the DDS Building Evacuation and BERT Duties & Communication Protocol document.

General Instructions

The DDS Building Evacuation Plan has been established with the direction of the local fire officials, emergency management officials, the Office of Risk Management and building management. The instruction to evacuate a DC government building may come from a number of sources including the Office of Property Management (OPM), the Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), and the Emergency Management Agency (EMA).

Employees and visitors may hear an evacuation alarm and/or you may be directed to evacuate the building by an announcement on the public address system, or by your Floor Warden. In the event of a fire, odor of smoke or chemicals, the building fire alarm, or other emergency evacuation indicators must be utilized and require the immediate evacuation of the building.

During an evacuation, employees must remain calm, follow the directions of the agency BERT (Building Emergency Response Team) and quickly leave the building through the closest stairwell door as indicated on the floor plan layouts posted in the office. (See Floor Plan Diagrams included herein) Employees must be familiar with secondary exits in case conditions require their use. **Do not use the elevators.** Report to the *Primary* assembly area so that attendance can be taken. The *Primary* assembly area is the corner of 14th and Vermont Avenue, NW.

NOTE: Conditions will be monitored from the assembly area and staff will be informed as information is available. A brief description of responsibilities of our office BERT is listed on page 2 of this document.

Evacuation Steps:

- Evacuate the building quickly using the marked exit stairwells and **proceed to ASSEMBLY POINT** (see site plan) **the corner of 14th Street and Vermont Avenue, NW, and await the arrival of the DC/FEMS and the agency ARMR, William Davidson, or designee.** Be prepared to inform them of the exact location, details of the emergency, and any chemicals or other hazards that may be in the affected area. Also be prepared to inform them of persons that are not accounted for that were in the building or of those injured.
- For refuge please see site plan
- An alternative assembly site (see site plan) may be designated depending on circumstances. Do not leave until all employees are accounted for or you have been instructed to do so by the DC/FEMS, ARMR or their designees.
- Do not re-enter the building until you are told to do so by the DC/FEMS, the ARMR or their designees.
- **DO NOT** use elevators in an emergency evacuation.
- If possible, turn off electrical equipment, back up and shut down PCs, and secure important documents and other valuables **ONLY** if this can be done quickly and safely.
- If possible, take valuable personal belongings and clothing appropriate for the weather.

- Individuals who require assistance in evacuations are responsible for pre-arranging with their Floor Warden or someone in their immediate work area to assist them. Anyone knowing of a person with a disability or injury that could not be evacuated must report this immediately to the Floor Warden and DC/FEMS.
- During evacuation, the Floor Warden assures that every person on his/her floor has been notified and that evacuation routes are clear. If possible, the Floor Warden will check that all doors are closed and be the last one out. Upon leaving, the Floor Warden will report the status of the floor evacuation to the Fire Department and the ARM officer or his/her designee.
- The DC Office of the City Administrator shall be notified in the event employees are to be released for the day.
- When you are in the building, familiarize yourself with the posted building evacuation plan and procedures. Knowing the location of all building exits will enable you to exit the building calmly and quickly in the event of an emergency.
- Drills shall be held as needed to ensure that all employees know the evacuation procedure and that the plan is adequate.
- Severe weather, power outage or other emergencies may arise which may cause DDS to dismiss employees during working hours. If this is the case, managers will notify employees. Employees should listen to news broadcasts (radio, TV, internet) to learn if the building will remain closed.
- There may be an emergency in which employee safety is better met by staying in the building. If this is the case, wait for instructions on how and when to leave from the ARMR or DC/FEMS
- **Assembly Point** – Assembly point is located the corner of 14th Street and Vermont Avenue, NW.

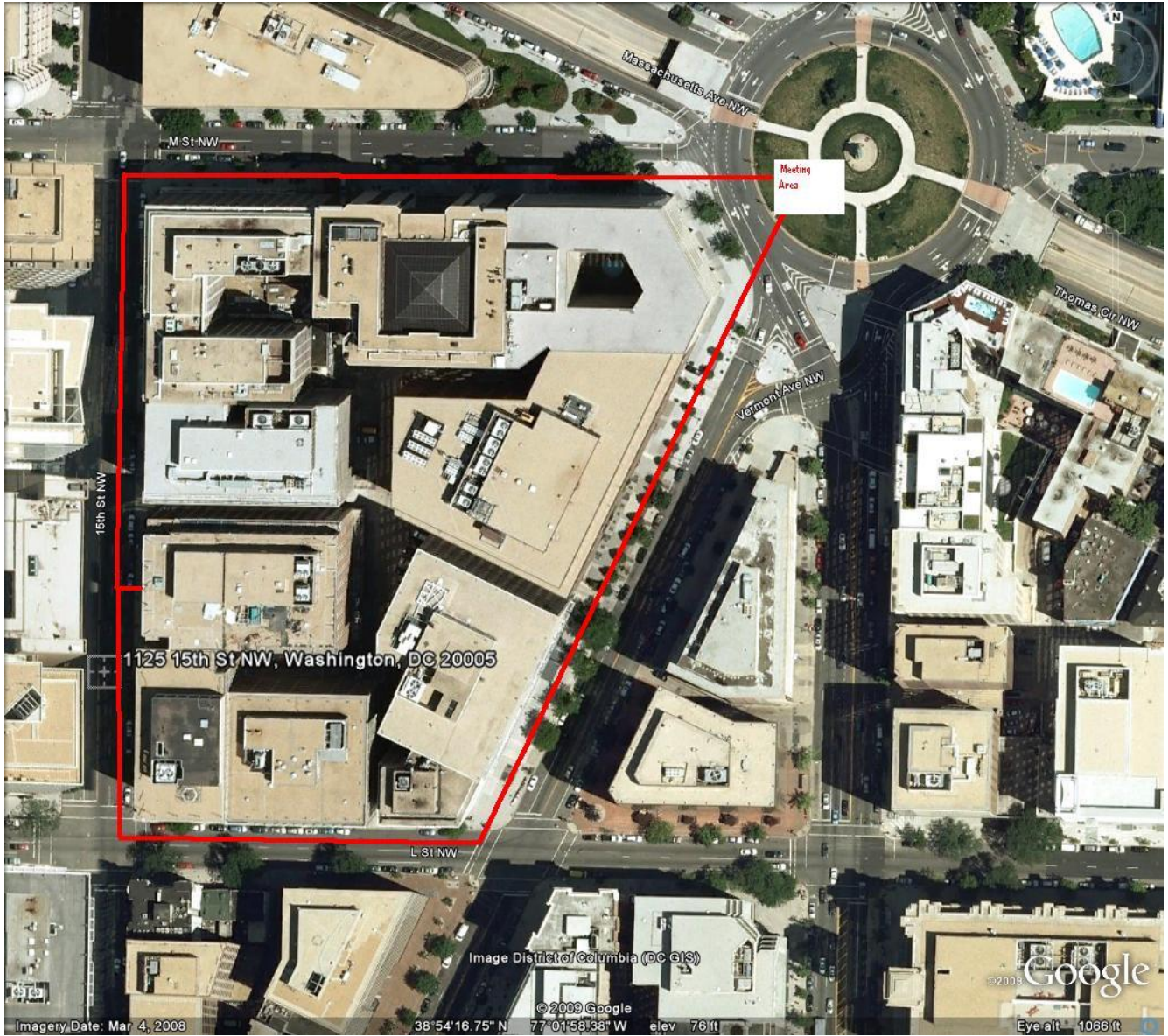
BERT Personnel and Duties are outlined in Number 4 of the ERP and Appendix A

BERT Communication

- Alert All BERT Members:
Upon notification of an emergency or upon hearing evacuation alarms or seeing activated duress signals, each BERT member must alert the other BERT members *on their assigned floor* and immediately follow the duties set forth below. In certain circumstances, BERT members may have to alert BERT members on other floors. These alerts are done via duress signal activation, landline phone, cell phone, bullhorn, whistle or in person.
- BERT Members should ensure that all emergency alarms have been set off (i.e., fire alarm system and chemical/duress alarms).
- BERT members shall gather all emergency materials such as: emergency employee listing, equipment such as bullhorns, whistles, flashlight and first aid kit.
- Implement Evacuation Plan and Carryout Duties Per Assigned BERT Title if necessary, BERT members should utilize emergency equipment (i.e., bullhorns, whistles) to alert employees of the evacuation. Prior to evacuating the building, BERT members shall ensure that all employees on their assigned floor and area have been evacuated. BERT members shall carryout these duties in a manner such that they do not endanger themselves. If unable to carryout these duties at that time (i.e., injured or intimately involved in the incident), BERT members should assign another employee. If BERT members or their designees are unable to evacuate personnel due to dangerous conditions, they should immediately evacuate and notify the Fire Dept. or Emergency Incident Commander.

- Assemble in Primary (or Secondary) Assembly Area and report to the ARMR or designee.
- BERT members meet to report status of the evacuation of employees, visitors etc. on their floor. If BERT members report employees unable to evacuate, the Fire Dept. or Emergency Incident Commander is notified immediately of these employees and their location.
- ARMR, or if unavailable other BERT member, utilizes emergency employee roll sheet and log book, as well as the visitor log book, to call roll. If it is discovered at that time that employees or visitors are unaccounted for, the Fire Dept. Incident Commander is notified immediately. The Zone Monitor or ARMR must fill out the attached Emergency Evacuation Search Record Form in the event it is necessary to search for employees or visitors.
- BERT members remain in the assembly area to await instructions to provide to employees.

Ariel Street View



EMERGENCY EVACUATION SEARCH RECORD FORM

	Employee/ Visitor Name	Floor/Area	Evacuation Time	Initial Search Time	Secondary Search Time	Accounted for? Yes/No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Situations may arise where employees may have to remain inside their place of employment, such as during chemical and/or biological hazards. The term Shelter In Place means to seek immediate shelter at a designated location within the building and remain there during a chemical or biological event, or other emergency where evacuation would actually increase the risk of injury to employees or others in the facility. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location in the facility is the preferred method of safely waiting out a hazardous materials release, blocked exits or other conditions. Preparations made in advance can ensure that the event is as comfortable as possible.

If asked to shelter in place:

- Employees are to remain inside the building.
- If outdoors, employees should go inside immediately (an interior room without windows is preferable). Do not call 9-911 unless there is need to report an immediate life-threatening situation. Do not attempt to get children from their school or daycare center. Staff members at schools and daycare centers are trained to protect children under emergency conditions and will institute shelter-in-place procedures at their designated locations.
- Employees are to remain calm.
- Employees should report to designated “Shelter in Place locations” (see below)
- Employees should stay away from windows and shelter in the center of the building during bio/chemical alerts.
- If instructed by Emergency Management, employees may need to place pre-cut plastic sheeting over windows, and tape in place.
- All windows and doors must be closed. Close or cover all outside air vents. Turn off cooling, heating or ventilating systems. Cover cracks under doors with damp towels. Tape cracks and other openings such as electrical outlets.
- Employers must keep a store of snack foods, fresh water and personal items including any medications to shelter in place for at least 8 hours.
- Write down the names of everyone in the room and call the designated emergency contact (9-911 or Incident Manager) to report who is in the room with you and their affiliation (employee, visitor, client or customer).
- Employees should make arrangements for their children or dependents.
- Employees should listen to the radio, watch TV or use the Internet to gather information and instructions.
- Employers should supply an N95 or N100 mask for all employees and agency visitors
- Employees should be familiar with the DC Emergency Preparedness Plan.

DESIGNATED SHELTER IN PLACE LOCATIONS – All of the agency’s conference rooms

First Floor	Training Room and Conference Rooms B, C, D, E, F
Second Floor	Training Room and Conference Room B
Third Floor	Conference Rooms B, C
Forth Floor	Conference Rooms A, B, C, D
Eighth Floor	Conference Rooms A, B, C, D
Ninth Floor	Conference Rooms A, B, C, D, E, F, G, H, J, K, L, M

Appendix G – Procedures in the Event of Fire

The D.C. Government's policy on fire and other emergencies specifies that the DC/FEMS is the primary agency responsible for managing fire and related emergencies and they are to be notified as soon as possible of such situations by calling 9-911. The policy also states that employees are **NOT** required to fight fires. If they choose to do so they must be trained in the proper use of fire extinguishers and should only consider extinguishing small, developing stage fires. Larger fires must be left to Fire Department personnel who are trained and equipped to extinguish them.

The priorities in the event of a fire are:

R.A.C.E.

- **R**escue – When you discover a fire, rescuing people in immediate danger is the top priority.
- **A**larm – Sound the alarm and call 911 with the exact location of the fire.
- **C**onfine – Close all doors and stuff damp towels under doors to prevent the spread of smoke.
- **E**xtinguish & **E**vacuate – Extinguish small fires with an appropriate extinguisher and evacuate the building.

In the event of a fire, take the following actions:

- Put BERT and ERP into operation.
- Notify nearby employees and activate the alarm by using the fire alarm pull stations. Use the **PASS** method (**P**ull, **A**im, **S**queeze, **S**weep) and make sure you remain safe, keeping yourself between the fire and the nearest exit.
- Put the fire out if you know how to do so without endangering yourself or others.
- Small fires can often be easily extinguished. If you have been trained in the use of fire extinguishers you may choose to fight the fire from a position where you can escape, but only if you are confident that you will be successful. Even if you are able to extinguish the fire, you must still call 9-911 and building security and utilize the pull-station.
- If the fire is large or spreading, activate the wall mounted alarm boxes that will alert building occupants and notify the Security Officer. Call or designate someone to call 9-911 if time permits. Leave the fire area and prevent its spread by closing doors behind you.
- Alert building security, if applicable and possible.
- If your clothing catches fire, drop to the floor and roll to smother the fire. If a co-worker's clothing is on fire, knock them to the floor and roll them to smother the flames or cover them with a coat or similar item. .
- If you smell smoke, gas, chemicals or solvents and no fire or source of the smoke is evident, activate the building fire alarm and call 9-911. **DO NOT** operate any light switches or electrical equipment. If you are located in the lab areas or near a chemical alarm button, press the button.
- If an exit door is hot to the touch, **DO NOT** open.
- In the event of heavy smoke, crawl to stay below the smoke while exiting the building.
- If unable to evacuate, remain in an office with the door shut and await rescue.

For Persons Evacuating the Immediate Fire Area:

- ✓ Feel door from top to bottom. If it 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 don't inhale it.
 - ✓ Once you reach the stairwell, if you encounter smoke, go back and use another stairwell to exit.
 - ✓ Proceed to the designated assembly area and report to the Assembly Area Monitor to be accounted for.
- The (agency) Director or his designee will inform the DC Office of the City Administrator in the event employees are to be released for the day.
 - Severe weather, power outage or other emergencies may arise which may cause the Director to dismiss employees during working hours. If this is the case, Managers will notify employees. Employees should listen to news broadcasts to learn if the building will remain closed.
 - There may be an emergency in which employee safety is better met by sheltering in place. If this is the case, wait for instructions on how and when to leave

APPENDIX H – Fire Prevention

- Proper housekeeping, including the prompt removal of wastes and keeping the workspace free of unnecessary combustible materials, will help to prevent or reduce the severity of fires.
- Limited quantities of flammable liquids should be kept in the building and flammable liquid storage cabinets shall be used when large amounts are present.
- Storage of combustible materials such as cardboard boxes, etc. should be kept to a minimum.
- Electrical wiring should be maintained in good condition. Extension cords should be for temporary use only and not concealed. Outlets are not to be overloaded.
- Prohibit smoking and open flames, particularly in flammable areas.
- Furnaces and other heat producing appliances shall be inspected on a regular basis by a competent person.
- Do not store paper and other combustible material on vents or adjacent to heaters or other heat producing devices.
- Office heaters are not be used in this building.
- Do not store paper and other combustible material on vents on adjacent to lamps or other heat producing devices.
- Do not store material within 12 inches of the sprinkler heads.
- The use of hot plates, water baths and other heat producing equipment are prohibited

APPENDIX I – Fire Extinguishers and Fire Hydrants

The use of fire extinguishers must conform to the following guidelines that are specified by the OSHA standard (29 CFR 1910.157):

- Extinguishers are for use on small fires or to allow safe evacuation of personnel.
- Portable fire extinguishers suitable to the conditions and potential hazard involved shall be provided and maintained in an effective operating condition.
- Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible and not be obstructed or obscured from view.
- Portable fire extinguishers shall be given maintenance service at least once a year and a written record shall be maintained.
- Each extinguisher shall be visually inspected by the Maintenance Mechanic on a monthly basis for broken seals, damage, and low gauge pressure, depending on the type of extinguisher. The Maintenance Mechanic shall initial the tag affixed to the extinguisher after each inspection.
- The Floor Warden shall perform a monthly visual inspection of extinguishers and shall notify the facility Management Services Officer if a defect in the extinguisher is noted. The Management Services Officer shall promptly arrange for replacement of the defective extinguishers with functional units.
- Extinguishers found to not be fully functional shall be withdrawn from service and a functional unit put in its place.
- **DO NOT** fight a fire unless you feel that you can physically and mentally do so.
- Employees designated to fight fires must receive training in the principles of fire extinguisher selection, their use and limitations, and the potential hazards involved with fighting small, developing stage fires.
- Operation of portable fire extinguishers is not a priority or substitution for sounding the alarm, alerting others and evacuation. Even if your efforts are successful, fire department notification is still required.
- Remember: **Rescue → Alarm → Confine → Extinguish → **EVACUATE****
- Remember: CALL – FIGHT - EVACUATE

Fire Hydrants

~Fire hydrant is located on the 15th Street side of building, next to the alley turning right when exiting the building

Fire Department Access

~Fire Department vehicle access route is on the 15th Street side of the building

APPENDIX J – Bomb Threats

If a telephoned bomb threat is received, carefully note all information the caller gives you and call the building Security Officer and 9-911. **DO NOT** activate the building alarm notification system. The order for employees and visitors to evacuate the building will be given by the ARMR (or designee) or MPD and will be coordinated by the Floor Wardens.

Similarly, bomb threats received through the mail or by other means are to be reported immediately to the building Security Officer, ARMR or Management Services Officer, and the police on 9-911. Any such items shall not be handled excessively.

When receiving a telephoned bomb threat, attempt to get an exact location of the bomb and get as much information as possible about the caller (for example, male or female, accent, etc.). Also attempt to listen for background noise that may help to identify the location of the caller. Use the checklist provided by the Alcohol, Tobacco and Firearms (ATF) Bomb Unit which shows information that will aid the police and the ATF. The checklist should be completed as soon as possible after receiving the call. **See Attached Checklist.**

In the event of a bomb threat, employees will immediately report to the Floor Warden any observation of a suspicious person or package seen in the work areas or along the evacuation route. Employees are **NOT** to inspect or move suspicious packages.

Do not use cell phones or 2 way radios within a block of the building in the case of a confirmed explosive device. If an explosive device is discovered or an actual explosion takes place, the building shall be immediately evacuated. Employees may be instructed to assemble at a location other than the regularly assigned assembly area.



Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms
BOMB THREAT CHECKLIST



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

Gender of caller: _____ Assumed Race: _____

(how determined?) Assumed Age: _____ Length of call: _____

Telephone number at which call is received: _____/_____/_____

Time call received: _____

Date call received: _____/_____/_____

CALLER'S VOICE

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |

- Normal
- Slurred
- Ragged
- Deep Breathing
- Disguised
- Familiar (If voice is familiar, who did it sound like?) _____
- Distinct
- Whispered
- Clearing throat
- Cracking Voice
- Accent

BACKGROUND SOUNDS:

- Street noise
- Voices
- Animal noises
- PA System
- Music
- Long distance
- Motor
- Booth
- Factory machinery
- Crockery
- Clear
- Static
- House noises
- Local
- Office machinery
- Other (*Please specify*)

BOMB THREAT LANGUAGE:

- Well spoken (education)
- Foul
- Taped
- Incoherent
- Message read by threat maker
- Irrational

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____/_____/_____

APPENDIX K – Suspicious Packages and Mail

General Procedures

Isolate the package by evacuating around the immediate area. Although mail/package bombs are typically designed to detonate upon opening rather than from handling, avoid unnecessary handling. **DO NOT** allow anyone to open the package.

The ARMR, Management Services Officer, the building Security Officer and the police shall be notified in all cases. Be advised that hazardous chemicals, biological and other toxic materials can be sent through the mail. If in doubt at all, **DO NOT OPEN** and call 9-911.

- **DO NOT** shake or empty the contents of any suspicious letters or packages. **DO NOT** try to clean up powders or fluids.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage and spread of contents **ONLY** if safe to do so.
- If you do not have any containers then cover the envelope or package with paper, clothing, trashcan, etc. **DO NOT** allow anyone to remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands copiously with soap and water to prevent spreading any powder to your face/body or to others.
- Be prepared to give a detailed description of the item and any distinguishing characteristics, odors, postages, addresses, etc.
- List all people who were in the room or area when the suspicious letter or package was recognized or opened. Give this list to both the law enforcement officials and local health authorities for follow-up investigations and advice.

Procedures for Specific Types of Packages

(Suspicious Packages Policy as recommended by the DC OPM Emergency Procedures Manual)

U.S. Mail

1. It is appropriate to call the local United States Postal Inspector. The postal inspection unit is trained to evaluate the package and determine the proper action. The postal inspector's special agent can determine the need for additional law enforcement or bomb disposal support. **The Postal Inspection Service office that serves DDS can be contacted at: 202-636-2300.**
2. Isolate the package by evacuating around the immediate area. Although mail bombs are typically designed to detonate upon opening rather than from handling, avoid unnecessary handling.
3. An attempt should be made to verify the origination of the package by contacting the person indicated by the return address.
4. Detailed descriptive information about the package should be collected and provided to the Postal Inspector if the origination of the package cannot be verified.
5. A procedure should be established and responsibility assigned to collect and document the following information:
 - a. The exact name and address of the sender
 - b. The exact name and address of the intended recipient

- c. A Polaroid photograph should be taken (use Polaroid because a radio signal is not omitted as with other cameras). When taking the picture, place a ruler next to the package so the relative size and dimensions can be determined from the picture alone.
- d. Describe the package in detail (wrapping, use of tape, odor, appearance, etc.)
- e. Determine if the shipping was facilitated using stamps or a metered label
- f. Identify the way in which the intended recipient's name and address were affixed to the package (i.e. hand written versus typed label)
- g. Determine if the package was sent airmail versus land mail
- h. Determine from where the post mark was applied

Private Carrier (i.e. U.P.S. or Federal Express)

For packages of this type, contact the Bureau of Alcohol, Tobacco and Firearms (ATF). Isolate the package by evacuating around the immediate area. Although package bombs are typically designed to detonate upon opening rather than from handling, unnecessary handling should be avoided. Don't allow anyone to open the package. Await direction from the special agent. **ATF Bomb Hotline:** 1-888-283-2662 (1-800 ATF BOMB).

NOTE: The senior managers and the building security supervisor shall also be notified in all cases. Be advised that hazardous chemicals, biological and other toxic materials may also be sent through the mail. If in doubt -- do not open it. Call 9-911

1. Do not shake or empty the contents of any suspicious letters or packages; **DO NOT** try to clean up powders or fluids.
2. **PLACE** the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then **COVER** the envelope or package with anything, (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).
5. **WASH** your hands with soap and water to prevent spreading any powder to your face or skin.
6. Report the incident to William Davidson, ARMR

APPENDIX L – Hazardous Materials Incidents

The DDS Hazard Communication Plan (outlined within the DDS Policies and Procedures Manual) shall be implemented during a chemical/hazardous material incident.

Following the facility's initial safety inspection (**See Appendix M**), any hazardous materials on site shall be identified, including those used by contractors. A list shall be produced which includes the material name(s), location and amount. The list shall be updated as needed. A Material Safety Data Sheet (MSDS) shall be obtained for each material and shall be readily available at all times. The list and MSDS's shall be kept by the ARMR. A copy of the list shall be available to the Deputy Director for Administrations, Maintenance Mechanic and Management Services Officer and DC/FEMS if they respond to a hazardous materials incident.

Persons using hazardous or potentially hazardous materials on either a regular or infrequent basis shall be trained in their safe use and storage and in emergency spill control, clean up and first aid procedures. Such persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Data Sheets.

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological matters inside a building or to the environment. Using the MSDS's, a plan shall be prepared to deal with any spills or accidental releases. The hazardous waste contractor should be involved in this process. Spill control supplies and appropriate personal protective equipment shall be readily available in conspicuous locations. William Davidson, the ARMR shall be notified in the event of any spill.

The Floor Warden shall be notified in the event of a spill in order to secure the area. 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. As such, for a major spill call 9-911. The D.C. Fire and EMS Department has a Hazardous Materials Response Team for such emergencies, as well as Hazardous Materials Inspectors in the Fire Prevention Division. The entire DDS building may need to be evacuated in the event of a major spill.

Simple Spill Inside Building

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

Major Spill Inside Building

Spreads rapidly
Endangers occupants
Endangers the environment
Emergency personnel must respond
Evacuate and assemble at a safe distance
Account for all building occupants
Wait for/provide information to emergency responders
Remain outside building until told to return
Prepare incident report for appropriate agencies

In the event of an external Hazardous Material incident ***in the vicinity of (but not inside) the building***, take the following precautions:

If you are inside:

- Stay inside

- Turn on a radio or television and follow the instructions given by emergency authorities and relayed to you by the Floor Warden.
- To reduce the possibility of toxic vapors entering your building, seal all entry routes as efficiently as possible:
 - Close all doors
 - Seal air vents and gaps under doorways with wet towels or duct tape
 - Turn off all ventilation systems (air conditioners, vents, fans)

- If you suspect vapors have entered your building, take shallow breaths through a wet cloth or towel.
- If you are asked to evacuate, **DO SO IMMEDIATELY**

If you are outside:

- Stay uphill and upwind of the spill, as hazardous materials can be quickly transported by wind.
- Move so the wind is blowing left to right or vice-versa, NOT into your face or back.
- Try to get at least a half-mile from the danger area.
- Follow the instructions of local authorities.

APPENDIX M – Medical Emergencies

General:

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, and choking or bodily injuries.

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 9-911 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, number, 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. If possible, 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.

Reporting Procedures:

- In the event of a medical emergency, employees should seek medical attention immediately. If possible in a non emergency, the employee should select from a panel of physicians available through Sedwick. In an emergency, the employee should report to an emergency room.
- The employee should immediately report work-related injuries to the supervisor.
- The employee should fill out an Employee Accident Form at the time of the incident or as soon as possible thereafter and provide the form to the supervisor.
- The supervisor will establish the claim within 24 hours utilizing the hotline number 1-888-8DCCLAIM (888-832-2524).

APPENDIX N – Safety and Security

The sections below provide information on DDS measures to prevent work incidents based on security lapses or unsafe conditions and the procedures to be followed if such incidents occur. All doors are to remain locked

Security

DDS is a 100% ID check facility for all DDS employees and visitors. DDS employees shall present their ID card and sign-in/out at the main entrance security desk upon entering and exiting the building. A Access Card is also assigned to each employee and is programmed to grant access to various areas within the building.

Employees are required to follow all security procedures when working with consumers, the general public or when expecting visitors. Upon entering and exiting the building, all visitors shall sign-in/out at the receptionist desk located at the main entrance. Identification must be provided.

All secured doors must be closed at all times other than when entering and exiting. All visitors are to report to the 1st floor reception area.

Inspections

Regular safety inspections by competent persons are a key element of a program for a safe and healthy work environment, free from recognized hazardous conditions, processes, and practices.

Understanding by employees of the proper safety principles, and the application of safety practices as a common behavior, is essential to the development and implementation of an effective safety program.

An DDS Safety Inspection shall be conducted each quarter in order to identify and correct any unsafe conditions which may cause a delay in evacuation or contribute to the severity of an emergency. The inspection shall be performed by a team composed of the Agency Risk Manager, the DDS Risk Management Committee, the Floor Wardens and any other appropriate personnel (e.g. a safety representative from a local union). A written report of the findings shall be provided to all concerned parties. The team shall notify the DDS if any serious hazards remain unabated after 30 days

Desks, telephones, and computers are the property of the agency. Management reserves the right to enter or inspect employee work areas including, but not limited to, desks and computer storage disks, with or without notice. The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone conversations may be monitored and

voice mail messages may be retrieved in the process of monitoring customer service. Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for disciplinary actions.

All Weapons Banned

DDS specifically prohibits the possession of weapons by any employee while on the business premises. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the DDS business premises. Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination of employment, will be taken against any employee who violates this policy.

Agency Responsibilities

DDS provides safety education for employees and secures the workplace with video surveillance, extra lighting, identification badge requirements and key card access and security guards. The agency is responsible for overall agency security which is discussed in the first section, General Safety, of this document.

Incident Management

The agency also has an Incident Management Program that provides the procedures for reporting incidents and any resulting injuries.

Employee Assistance Program

The District government has established an Work & Family Employee Assistance Program (EAP) through which employees may receive confidential problem assessment by professional counselors. The EAP can assist employees with relationship problems, family life transitions (i.e., divorce, separation, school, work/family balance), health and mental outlook and assessments and referrals (i.e., financial and legal problems, insurance benefits, community support groups and government service agencies).

The consultations are confidential, one-on-one, face-to-face meetings, which may be held either at the workplace or at EAP offices and scheduled at the employee's convenience. Urgent situations are scheduled as soon as possible and services are free of charge for the employee, as well as for their spouse/significant other and dependent children 18 years of age and older. In the case of younger children, counselors can provide guidance and make appropriate referrals.

Employees can reach the EAP by calling 202-628-5240 or 1-800-841-7406 24 hours, seven days a week. If the situation is life-threatening, 911 should be called first. When medical intervention is necessary, employees should always first get to an emergency room.

Employees can be referred to the EAP by supervisors and a counselor may request permission to speak with the supervisor about work-related issues, but the nature of any personal problems will not be discussed without the employee's specific permission.

Employee Self-Protection

Employees should take the following steps to reduce the odds of workplace incidents:

- Learn how to recognize, avoid or diffuse potentially unsafe situations by attending personal safety training programs.
- Alert supervisors to any concerns about safety and report all incidents immediately in writing.
- Avoid traveling alone into unfamiliar locations or situations whenever possible.
- Carry only minimal money and required identification into community settings.

APPENDIX O – Weather Emergencies

In extreme weather conditions, it may be necessary to implement the emergency response plan. Extreme weather conditions could have an adverse effect on the occupants inside the building or once evacuated from the building.

In weather emergencies, employees should follow instructions provided by Floor Wardens.

Extreme Temperature Variances

When the heat index reaches 100 degrees Fahrenheit or below 32 degrees Fahrenheit, the following should be considered:

- Places of refuge or alternate places of shelter out of the weather
- Medical conditions of occupants
- Age of occupants (i.e. very young/elderly)
- Additional resources needed (i.e., cooling stations, water, blankets)

Lightening

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

Procedures to follow in threats of lightening:

- 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 force
- 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

APPENDIX P – Disaster Planning and the Management Services Officer and Maintenance Mechanic (Building Engineer)

Building managers/engineers should not only take part in emergency planning at a facility, but should have an active leading role in such planning. While each agency is responsible for emergency planning in regard to its own personnel, there are often numerous agencies in the same building each ranging in size from just a few personnel to hundreds. And yet all of the agencies depend heavily upon building management and the building's emergency equipment during an emergency.

Among the key issues of concern:

- Building managers/engineers are responsible for the inspection, maintenance and testing of fire alarm and protection equipment, including sprinkler systems, fire extinguishers, alarm devices and equipment. They are also responsible for emergency egress systems and equipment, including emergency exit signs, emergency lighting, stairwell door control devices, and the condition of egress routes, stairs and walkways.
- Building managers/engineers have direct control over and access to building alarm systems, intercom systems, ventilation and other critical systems in an emergency. In most cases, main panels in a control room will show which zone has indicated a fire or other problem and they will have that information for Fire and Emergency Medical Services. They may also need to use that information to direct building occupants out of a critical area, as directed by Fire and EMS.

Management Service Officer Jim Zell 202-296-8366

Maintenance Mechanic/Building Engineer Jim Zell 202-296-8366

~Responsible for maintenance of systems and equipment

DC Protective Services (PSD) 202-727-9256

Robin Teasley, DRES Building Manager 202-724-7632

William Davidson, DDS Rick Manager Officer 202-730-1684

- In some facilities, building ventilation systems automatically shut down if the fire alarm system is activated. If manual shutdown is required, building management/engineering will need to perform that task based on training in emergency response to various events, Fire and EMS direction, or other sources.
- Ventilation also becomes a critical factor in:
 - An interior or exterior chemical spill;
 - An interior or exterior biological threat.

Building managers/engineers must fully understand the building's ventilation system and how to quickly stop *or* increase the flow of outside air. Depending on the event that has occurred (chemical, biological, etc.) it may be necessary to isolate systems that could spread contaminants, or action might be needed to provide additional fresh air that will actually dilute a contaminant.

- Emergency response training and a close working relationship with DCFEMS can help building managers/engineers prepare for disasters and ensure that the appropriate actions are taken in an emergency

APPENDIX Q – Important Numbers

Note: when dialing from a landline, dial “9” first to reach an outside line.

Police, Fire and EMS Emergency	911
Non- Emergency	311
<i>(i.e. situations that are not serious, not life threatening, or not currently in progress)</i>	
D.C. Emergency Management Agency (24 hours)	202 727 6161 or 202 673 2101 ext.1163
D.C. Fire & Emergency Medical Services	202 673 3331
Building Engineer	202 296 8366
DDS Security Guard	202 609 1492
Postal Inspector (for suspicious mail)	202 636 2300
ATF (for suspicious package other than US mail)	1 888 283 2662
PEPCO Emergency (Power outages)	202 833 7500
Washington Gas Emergency	1 800 752 7520
D.C. Water and Sewer Emergency	202 612 340
Department of Health (24 hour hotline)	202 442 9196
Department of Mental Health (Crisis Hotline)	1 888 793 4357
Poison control Center	202 625 3333 or 1 800 222 1222
Nearest D.C. Hospitals	
Howard University Hospital (HUH)	202 865 6100
Washington Hospital Center	202 877 7000
Nearest D.C. Fire Department/Station	
Engine Company 16	Emergencies 911
1018 13th Street, N.W.	Non- Emergency 202 673 3216
Washington DC 20005	
American Red Cross, National Capital Chapter	202 728 6401
D.C. Protective Services	202 727 0234
D.C. Office of Personnel	202 442 9700
Office, Deputy Mayor for Public Safety and Justice	202 727 4036

APPENDIX R – Equipment and Supply Lists

A. BERT EQUIPMENT AND SUPPLY LIST

The following is a list of Building Emergency Response Team (BERT) supplies and the intended use for those items. These supplies are minimums. Those supplies listed under *Management Services Officer/Building Manager*, should be stored in a carefully chosen location with other building related emergency equipment.

MANAGEMENT SERVICES OFFICER (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 (located on each floor)

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)

Check condition of supplies monthly!

B. AGENCY EMERGENCY EQUIPMENT AND SUPPLY LIST

Shelter In Place

The following is a list of recommended supplies that each employee should have on hand, whether considering an immediate evacuation or the need to “shelter in place” if that course of action is deemed safer than evacuating. For the average employee, the timeframe for *shelter in place* will generally be considered a maximum of 24 hours. District emergency crews and critical staff could conceivably be on the job for several days. An Agency with such employees may need to consider maintaining staples such as food and water.)

- 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)

Mass Fatality Incident

Refer to Mass Fatality Plan (COOP) for a listing of supplies required for a mass fatality incident.

Check condition of supplies monthly!

C. EMPLOYEE EMERGENCY EQUIPMENT AND SUPPLY LIST

The following is a list of recommended supplies that each employee should have on hand, whether considering an immediate evacuation or the need to “shelter in place” if that course of action is deemed safer than evacuating. (**NOTE:** For the average employee, the timeframe for “shelter in place” will generally be considered a maximum of 24 hours. Government emergency crews could conceivably be on the job for several days.)

- 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 Kit]

Check condition of supplies monthly!

D. FIRST AID SUPPLIES

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. As such, DDS shall have personnel trained in first aid regardless of the proximity of a hospital or clinic (**See Appendix B**).

The regulation also states that adequate first aid supplies shall be readily available." The revised regulation eliminated the statement, “. . . *first aid supplies approved by the consulting physician shall be readily available.*" In addition to the regulation was Appendix A--a non-mandatory guideline. This

appendix demonstrates an example of the minimal contents of generic first aid kits according to the American National Standards Institute (ANSI) Z308.1-1978, Minimum Requirements for Industrial Unit-Type First Aid Kits. The contents listed in Z308.1-1978 should be adequate for small worksites. The employer is responsible for determining the need for additional first-aid kits, quantities and the types of supplies at the worksite for large/larger worksites.

Classification of First Aid Kits

Under the new ANSI standard, Z308.1-1998, kits are divided into three different categories or classifications. Kits must also meet the performance and testing requirements set by the standard.

Type I:

Intended for use in stationary, indoor applications where kit contents have minimal potential for damage. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type I first-aid kits are: general indoor use, office use or in a light manufacturing facility. First aid cabinets would fall into this classification.

Type II:

Intended for use in portable indoor applications. Kit contents should have minimal potential for damage. These kits should be equipped with carrying handle(s) and be subjected to a drop test (*See ANSI Z 308.1-1998 for drop test information*). Some applications for Type II first-aid kits are general indoor use, office or manufacturing environments.

Type III:

Intended for portable use in mobile industries and/or outdoor applications. Kits should be moisture resistant, equipped with a carrying handle, have the means for being mounted in a fixed position, and should also be corrosion resistant. Type III kits must meet specific performance requirements. (*See Section 5.4.4 of ANSI Z308.1-1998 for testing requirements*). Typical applications for Type III first aid kits would be the transportation industry or construction jobs.

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

Note: In addition to the above minimum contents, a kit should have optional items added, based upon specific workplace hazards. The selection of additional supplies should be made by consulting with a health care professional or a person competent in first aid who is knowledgeable of the hazards found in that specific workplace (**See Appendix B**). The optional items shall meet specifications stated in Section 5.3 of ANSI Z308.1-1998.

Do not maintain medications (pain killers, antacids, etc.)

APPENDIX S:

1) REASONABLE ACCOMODATION REQUEST FORM FOR EMPLOYERS

2) EMERGENCY EVACUATION PLANNING: ACCOMODATION FORM FOR EMPLOYERS

3) EMERGENCY EVACUATION PLANNING: ACCOMODATION FORM FOR VISITORS, STUDENTS AND OTHERS

REASONABLE ACCOMODATION REQUEST FORM FOR EMPLOYERS³

A. Questions to clarify accommodation requested.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore ? _____ Yes _____ No

If yes, explain.

Is your accommodation request time sensitive? _____ Yes _____ No

If yes, explain.

B. Questions to document the reason for accommodation request.

What, if any, job function are you having difficulty performing?

What, if any, employment benefit are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation? _____ Yes _____ No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

C. Other.

Please provide any additional information that might be useful in processing your accommodation request:

Signature

Date

Return this form to the ADA Coordinator.

³ This form is used for current employees and accommodation requests. Separate accommodation forms for emergency evacuation for employees, visitors, students or others can be obtained from the ADA Coordinator and are also attached hereto.

**EMERGENCY EVACUATION PLANNING:
ACCOMODATION FORM FOR EMPLOYEES**

All employees are requested to identify any medical limitations they have that may interfere with emergency evacuation. This information will be collected to help the agency to plan for emergency situations within its 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?

_____ Yes _____ No

If yes, what are they?

Do you need assistance for emergency evacuation? If yes what type of assistance do you need?

_____ Yes _____ No

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?)

_____ Yes _____ No

If yes, what will you need?

If additional information is needed, you will be contacted as soon as possible. If you have any questions, please inform Bill Davidson the agency ARMR .

Please Return This Form To Bill Davidson

**EMERGENCY EVACUATION PLANNING:
ACCOMODATION FORM FOR VISITORS, STUDENTS AND OTHERS**

Public venues, privately-owned buildings and transportation facilities may request information from visitors to assist them in effectively accommodating facility evacuation needs. All visitors are requested to identify any medical limitations they have that may interfere with emergency evacuation. This information will be collected to help the agency to plan for emergency situations within its 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?

_____ Yes _____ No

If yes, what are they?

Do you need assistance for emergency evacuation? If yes what type of assistance do you need?

_____ Yes _____ No

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)?

_____ Yes _____ No

If yes, what will you need?

_____ If you have any questions, please let us know.

APPENDIX T:

AREA OF RESCUE ASSISTANCE FORM

A Building Emergency Response Team (BERT) member is responsible for communicating information related to individuals who are awaiting assistance in the Area of Rescue Assistance. The BERT member will provide the Incident Commander the following information:

Location of Area of Rescue Assistance:

Number of the stairwell closet to the Area of Rescue Assistance (all stairwells are numbered:

Type of 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) _____

APPENDIX U:

1) Emergency Evacuation Drill Record Form

2) After Drill/Incident Action Report Form

EMERGENCY EVACUATION DRILL RECORD

Date of Drill: _____ **Time of Drill:** _____

Drill Coordinated and Authorized by: _____

Scenario Utilized for Drill: _____

Other Agencies Involved (FIRE/EMS, MPD, PSD etc.): _____

Notification Method Used: _____

Special Conditions Simulated: _____

Number of Staff members on duty and participating: _____

(Based on employee sign-in log book.)

Number of Occupants Evacuated: _____

Weather Conditions When Occupants Evacuated: _____

Time Required to Accomplish Complete Drill: _____

(This includes time to complete an evacuation or shelter-in-place or when the drill has been determined to be over).

AFTER DRILL/INCIDENT ACTION REPORT

Date of Drill: _____ **Time of Drill:** _____

Drill Coordinated and Authorized by: _____

Scenario Utilized for Drill: _____

Other Agencies Involved (FIRE/EMS, MPD, PSD etc.): _____

What went right during the drill/incident? What procedures were appropriately followed?

Was the drill completed in a timely manner? If not, why?

Identify problems during the drill?
