Number 109 **Effective Date: January 10, 2002**
Revision 5

Standard Operating Procedure

Occupant Emergency Plan
and Emergency Procedures

Building: Park Center Office Building
3101 Park Center Drive
Alexandria, Virginia 22302

U. S. Department of Agriculture
Food and Nutrition Service
Administrative Services Division
Property Management Branch

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Section I Purpose

This Occupant Emergency Plan (OEP) has been developed to assist building occupants to understand and safely cope with fire emergencies and evacuation procedures. This plan also incorporates numerous other emergency procedures and how they should be handled. Emergencies, both major and minor, are a part of our everyday lives. We can deal effectively with them if we are prepared. If not prepared, panic in an emergency is a major cause of injury or death. All building occupants should be prepared and informed of the steps to take in the event of an emergency to ensure a safe work environment. The following areas are essential to the development of that environment:

- Occupant Emergency Plan: Fire and Evacuation
- Bomb Threat
- Suspicious Packages
- Terrorist Incidents, Hostage Taking, Demonstrations or Civil Disturbance
- Hazardous Materials
- Suspicious Persons and Solicitors
- Power Outages
- Elevator Traps
- Workplace Violence

This OEP has been prepared by the Property Management Branch (PMB), Administrative Services Division (ASD). It complies with the Federal Property Management Regulation requirement that every Government controlled or owned facility have an Occupant Emergency Plan to assist in the protection and evacuation of building occupants. As the primary Government occupant, the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) is required to develop, implement and maintain the OEP.

The OEP describes your responsibilities as a Government employee or contractor, or other building occupant. The OEP also describes PMB and OEP Team responsibilities. The OEP relies heavily on the volunteerism displayed by many occupants throughout the building to serve as Monitors and be a part of the OEP Team. A current floor roster listing the OEP Team is posted on each floor, and a sample copy of the form used for this roster is provided for your information at the end of this document.

Although all possible steps have been taken to minimize the risk of fire, it remains a threat in any building. All occupants must be alert to the possibility of a fire and be prepared to take appropriate action. The major cause of death in a fire is by smoke or toxic gas inhalation. Most modern furnishings, from carpet to tables, emit toxic gasses when on fire. Take every action to avoid smoke, such as crawling close to the floor or covering your mouth and nose with wet paper towels. While it may be possible to extinguish a very small fire with a portable fire extinguisher, your safety is more important than eliminating a fire. Occupants are encouraged to evacuate rather that fight a fire, except in circumstances where the fire is very small and there would be no possibility of injury. An example of a small fire would be a fire in a trashcan.

All building occupants should read the OEP and have a thorough understanding of it. Become familiar with this plan! A thorough knowledge of these emergency procedures will help ensure your safety and protection in a real emergency.

Please feel free to contact any member of the OEP Team (Monitors, Occupant Emergency Coordinator, Designated Official, etc.) if you are unclear about any emergency procedure, or call PMB on 305-2220.

Section II Emergency Numbers

Fire (Pull alarm and call)……9-911

Police/Ambulance/Rescue……..9-911

Federal Protective Service (direct dial)……..…708-1111

Health Unit, Room 214…….305-2500

Power Failure (Property Management Branch, ASD)……..305-2220

Elevator Trap…….Use phone in elevator to call SETEC
Also contact Property Management Branch, ASD……305-2220

Physical Security (Property Management Branch, ASD)…….305-2220

Hazardous/Explosive Materials (Property Management Branch, ASD)…...305-2220

Occupant Emergency Coordinator……305-2220
Cellular phone during emergency……..……703-898-9298

Alternate Occupant Emergency Coordinator……305-2220
Cellular phone during emergency……..703-898-9310

Emergency Maintenance After Work Hours
Building Management……9-703-578-4774

Emergency Maintenance During Work Hours
Property Management Branch, ASD…….305-2220

Maintenance Hotline for Reporting Non-Emergency Maintenance
Property Management Branch, ASD…….305-2900

Section III Park Center Office Building I – Safety Systems

1. **Fire Alarm System:** The building is equipped with an alarm system which can be **manually sounded** by pulling the alarm device located next to the stairwell doors on each floor. The alarm system shall **automatically sound** at any time the alarm is activated by triggering any of the Heat Sensitive Sprinkler Heads or Smoke Detector. The alarm will sound on the floor where the alarm has been triggered and on the two adjacent floors. The alarm will not sound on any other floors in the building unless determined necessary by the Alexandria Fire Department Incident Commander.

2. **Heat Sensitive Sprinkler System:** Each floor is equipped with a heat sensitive sprinkler system and each sprinkler head is equipped with its own sensor. Should fire develop, the heat generated from the fire will trigger the sprinkler system on the floor where the fire exists. Activation of the sprinkler system will automatically sound the alarm as described above. When the fire alarm is activated the system instantly notifies a SETEC Monitor and dispatches the Alexandria Fire Department from Seminary Road, Alexandria, Virginia. Their response time is between 60 to 90 seconds. Following arrival, the Incident Commander determines which, if any, additional floors should be evacuated and sounds additional alarms. To avoid unnecessary panic and/or stairwell congestion, only those floors where the alarms have been sounded should evacuate.

3. **Smoke Detector:** The elevator lobby on each floor is equipped with a smoke detector. This detector is not only sensitive to smoke, but can detect toxic ion particles. When smoke or toxic particles are detected, the alarm is sounded and the same response process as described above is placed in motion.

4. **Pressurization System:** Once a fire alarm has been triggered, a pressurization system is automatically activated in both stairwells. This system includes two supply fans on the roof to keep smoke out of the stairwells. The system creates a positive pressure to eliminate the possibility of smoke filling up the stairwells.

5. **Enunciator System and Strobe Lights:** Each floor is equipped with a speaker system (enunciator system) to provide emergency information as required. When an alarm is sounded, a recorded message will be activated to direct floor occupants to the nearest stairway. The speaker system can also be used to make live broadcasts of pertinent emergency information, **however**, this system is for emergency personnel only and cannot be used by building occupants for any other purposes. Additionally, strobe lights located throughout each floor will flash in order to alert the hearing impaired.

6. **Fire Retardant Materials:** The wallboard, carpet, ceiling tiles, and other building materials used are all made of fire retardant material. Additionally, there are 10 inches of concrete separating each floor.

7. **Elevator Override System:** Once an alarm has sounded on the upper floors all elevators are programmed to immediately return to the Plaza Level, or to the A Garage Level if the alarm is activated on the Plaza Level. When the elevator reaches either of these floors the doors will automatically open. Thereafter, only emergency personnel will be able to use the elevators via using a key.

8. **Fire Control Room and Console:** All of the mechanical safety features detailed in this section are set to operate automatically or can be collectively controlled from the Building Control Room. This room is equipped with a console that combines the building mechanical safety features into a cohesive emergency system. During an actual emergency, building management personnel will immediately report to the fire control room to assist the fire department as requested. All building management personnel carry a signaling device that alerts them in the event of an emergency. The Alexandria Fire Department has also been provided with keys to the fire control room and console.

Section IV Building Occupant Responsibilities

1. Government Employees and Contractors

All occupants of Park Center Office Building I should read and understand the OEP in order to fully understand how to protect themselves and others in the event of an actual emergency. All occupants should memorize specific actions to take if an emergency situation should occur in the building. In the event of an evacuation, occupants will exit the building in compliance with the OEP or at the direction of the Monitors and/or rescue personnel.

Know the locations of the nearest exits, fire alarm box and fire extinguisher. If you smell smoke, but do not detect fire, call PMB on 305-2220. If you detect fire, immediately pull the nearest fire alarm. When an alarm sounds every occupant on the floors where the alarm sounds must take action. OEP Team members must immediately report to their assigned areas. All other occupants on those floors must evacuate, or if disabled, report to designated waiting areas. All occupants and OEP Team members must remain calm, alert, and be aware of their surroundings, including the whereabouts of their coworkers – especially those with disabilities. When evacuating, provide any important information to any member of the OEP Team.

Occupants should be able to identify OEP Team members and other emergency personnel on their respective floors. OEP Team members (Monitors) will be wearing fluorescent orange vests upon activation of the OEP. Monitors will give specific instructions to people in the event of an emergency. Occupants must follow the directions given them by any OEP Team member. In the event of a catastrophic emergency on a floor, OEP Team members or other emergency/rescue personnel may ask any building occupant for assistance as necessary.

As requested by FNS, occupants on each floor are responsible for volunteering and/or nominating key personnel to serve as OEP Team members. These positions are described in Section V.

Building occupants are responsible for ensuring that their coworkers or new employees receive and understand OEP procedures, including the names of their Floor Monitors.

Building occupants who see a disabled person using a stairwell and/or others who may be impeding a quick evacuation, should ask those individuals to get out of the stairwell when they reach the next floor.

2. Disabled Occupants

In addition to the preceding information, disabled occupants should understand that special provisions have been made to safely evacuate disabled people who have mobility impairments. Evacuation rooms or other designated areas are located on each floor and are identified by a fluorescent yellow/green City of Alexandria sticker at the bottom of the door or wall at the designated waiting area. Be familiar with these areas and know the names of and be able to recognize the Monitors for People with Disabilities on your floor. They will assist the disabled to evacuation waiting areas on their floor or other safe locations in the building.

Disabled persons must stay at the evacuation site to await evacuation by trained rescue personnel (Alexandria Fire Department, rescue squad, etc.). As soon as trained rescue personnel arrive they will be provided with information regarding the whereabouts of disabled occupants. Please note that during an evacuation drill disabled occupants will not be evacuated. Remember, during a real emergency the alarm will sound on the floor where the alarm has been triggered and on the two adjacent floors. Thus, during an evacuation drill it would not make sense to attempt an evacuation of disabled occupants from the entire building.

Disabled occupants must not attempt to use the stairwell during an evacuation drill or during a real emergency! Disabled occupants who attempt to use the stairwell will impede a quick evacuation and may cause serious injury to themselves and/or other occupants.

3. Commercial Occupants

Commercial tenants located on the Plaza Level and/or elsewhere in the building are encouraged to abide by the policies described in this document. By participating, you will ensure your safety and possibly the safety of other building occupants.

4. U.S. Department of Agriculture, Food and Nutrition Service

The responsibility for managing emergencies in Park Center Office Building I rests with USDA, FNS, ASD, PMB. This responsibility includes the development of an OEP for safely evacuating occupants from the building during emergencies like fire, as well as handling other emergency procedures.

In establishing plans and building evacuation procedures, PMB may enlist resources of security personnel, contract employees, local police, fire department and other authorities, as well as the resources of building occupants (USDA and non-USDA). When a plan is developed, PMB will have a continuing requirement to ensure that Team members are trained and the roster of those assisting is kept current.

Section V OEP Team Members and Evacuation Procedures

1. Designated Official and Alternate

- The Chief, Property Management Branch, ASD, will serve in this position. The Team Leader, Property Team, PMB, ASD, will serve as Alternate.
- Duties Include:
    - The Designated Official has the overall responsibility for managing the OEP, including the decision to evacuate all or part of the building in the event of an emergency or in the absence of appropriate emergency personnel (fire department, rescue squad, etc.).
    - Positions self at the front of the building or other nearby safe area during an evacuation and oversees the entire process.
    - Orders the return of occupants to the building when properly advised it is safe.
    - Serves as the leader in developing and maintaining the OEP (develop traffic plans for the orderly movement of occupants, ensures that procedures are in compliance with regulations and code, ensures accuracy of plan, organizes the OEP Team and associated duties, etc.).
    - Must wear a fluorescent orange vest upon activation of the OEP.

2. Occupant Emergency Coordinator and Alternate

- The Team Leader, Facilities Team, PMB, ASD, will serve in this position. The Team Leader, Property Team, PMB, ASD, will serve as Alternate.
- Duties Include:
    - Chief assistant to the Designated Official.
    - Be thoroughly familiar with and responsible for the actual operation of the OEP and all other procedures pertaining to emergencies.
    - Responsible for working with the Floor Monitors in recruiting and maintaining a current roster of Monitors and providing training.
    - Takes direct command of the floor teams during evacuation.
    - Positions self at the front of the building or other nearby safe area during an evacuation and obtains from Monitors an accounting of vacated floors and list of handicapped occupants remaining in the building.

- Ensures an orderly evacuation of the building.
- Prepares post evacuation reports to the Designated Official certifying the effectiveness and efficiency of the evacuation. As necessary, the report will include improvement recommendations and deficiencies.
- Must wear a fluorescent orange vest upon activation of the OEP.

3. Floor Monitor (one each floor and an Alternate)

- Duties Include:
  - Takes direct command of their respective floor Team and ensures and orderly evacuation of that floor.
  - During an evacuation the Floor Monitor will position self in the elevator corridor area between the two stairwells. The Floor Monitor will be the last person to evacuate the floor (except for disabled occupants) after all other Floor Monitors give the "all clear".
  - Immediately reports-in to the Occupant Emergency Coordinator when the floor is "all clear". This includes giving an accounting of all disabled occupants left on the floor, their names, locations, their respective physical conditions, and any Monitors who stay behind to assist them.
  - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
  - Maintain a current roster of OEP Team members for their respective floor and ensures that they receive training.
  - Select and designate Primary and Alternate Team members for each position on their floor.
  - Know the names and work locations of all disabled occupants on their assigned floor.
  - Know the names and work locations of OEP Team members on their floor.
  - Cooperate in any training.
  - Must wear a fluorescent orange vest upon activation of the OEP.

4. Area Monitor (two each floor and two Alternates)

- Duties Include:
  - One Monitor will be assigned to the north end of the building and one Monitor will be assigned to the south end of the building. Each Monitor will ensure that occupants have safely evacuated the area. When their area is "all clear", each Monitor will report-in to the Floor Monitor and then evacuate the floor.
  - While monitoring the evacuation and if there is time to safely handle other tasks, Area Monitors will turn off electrical equipment and lights and close doors. Do not turn off electrical equipment or lights if the sprinkler system has been activated. Also, leave lights on and doors open if the evacuation is for a bomb threat.
  - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
  - Know the names and work locations of all disabled occupants on their assigned floor.

- Know the names and work locations of OEP Team members on their floor.
- Cooperate in any training.
- Must wear a fluorescent orange vest upon activation of the OEP.

5. Stairwell Monitor (two each floor and two Alternates)

- Duties Include:
    - One Monitor will be assigned to the north stairwell and one Monitor will be assigned to the south stairwell. Each Monitor will ensure that all non-disabled occupants safely exit the floor via the stairwell. When floor occupants are no longer entering the stairwell and after the north or south Area Monitor gives the "all clear" to the Floor Monitor, they will exit the floor with their respective north or south Area Monitor via the stairwell.
    - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
    - Know the names and work locations of all disabled occupants on their assigned floor.
    - Know the names and work locations of OEP Team members on their floor.
    - Cooperate in any training.
    - Must wear a fluorescent orange vest upon activation of the OEP.

6. Elevator Monitor (one each floor and an Alternate)

- Duties Include:
    - Position self in the elevator lobby and not allow occupants to attempt to use or wait for an elevator. Note: When an alarm sounds all elevators are automatically recalled to the Plaza Level (or A Garage Level if the alarm is activated on the Plaza Level) and will not be operational.
    - Knock hard on each restroom door, then slightly open the door, and then shout-in asking if anyone is occupying the restroom. If there is a response order occupants to quickly evacuate the floor. If there is no response, conduct a quick visual check keeping in mind that the restroom may be in use by someone who is hearing impaired.
    - Evacuate the floor via the nearest stairwell when directed to do so by the Floor Monitor.
    - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
    - Know the names and work locations of all disabled occupants on their assigned floor.
    - Know the names and work locations of OEP Team members on their floor.
    - Cooperate in any training.
    - Must wear a fluorescent orange vest upon activation of the OEP.
- Duties During a Power Outage:
    - Immediately go to their respective elevator lobbies and determine whether any elevator cars near their floor are occupied. This can be accomplished by shouting into each elevator shaft and by listening to see if anyone has activated the emergency alarm. Immediately report "elevator traps" to PMB

by calling 305-2220. If the elevator trap is on their floor, stay near the elevator door until relieved by PMB staff.

7. Monitor for People with Disabilities (one each floor and an Alternate)

- Duties Include:
    - The Monitor for People with Disabilities will ensure that disabled occupants are safely positioned at the designated waiting area and, as necessary, may need to provide assistance in helping disabled occupants to the waiting area.
    - When all disabled occupants are accounted for, the Monitor for People with Disabilities will report "all clear" to the Floor Monitor and provide a list of their names and type of disabilities.
    - Depending on the emergency and "state-of-mind" of disabled occupants, it may be necessary for the Monitor for People with Disabilities to stay with the disabled occupants. The Floor Monitor, in consultation with the Monitor for People with Disabilities, will determine if this action is necessary.
    - Evacuate the floor via the nearest stairwell when directed to do so by the Floor Monitor.
    - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
    - Know the names and work locations of all disabled occupants on their assigned floor.
    - Routinely ensures that the Medical Coordinator has an up-to-date list of disabled occupants who work on their floor and the nature of their disabilities.
    - Know the names and work locations of OEP Team members on their floor.
    - Cooperate in any training.
    - Must wear a fluorescent orange vest upon activation of the OEP.
    - Note: This responsibility includes temporary disabilities or mobility concerns such as occupants wearing foot/leg casts, pregnant women, etc.

8. Medical Coordinator (Health Unit Nurse on Duty)

- Duties Include:
    - Quickly evacuates the building and reports to the Designated Official or Occupant Emergency Coordinator positioned near the front of the building or other nearby safe area.
    - Remains nearby and is on "stand-by" in case medical assistance is needed.
    - Be thoroughly familiar with the OEP and all other procedures pertaining to emergencies.
    - To the extent practical, maintain a list of names and work locations of all disabled occupants who work in the building and the nature of their disabilities.
    - Know the names of the Designated Official and Occupant Emergency Coordinator and their Alternates.
    - Cooperate in any training.
    - Must wear a fluorescent orange vest upon activation of the OEP.

- Note: This responsibility includes temporary disabilities or mobility concerns such as occupants wearing foot/leg casts, pregnant women, etc.

Section VI Bomb Threat

If a threat is made over the telephone:

- **Do not panic!** If the caller indicates that a bomb will detonate within a short timeframe, pull the closest fire alarm. However, pulling the alarm will only sound the alarm on that floor and the two adjacent floors. Taking this action will start a quick evacuation of the building and word will spread to occupants on other floors. Other alarms should then be pulled by occupants on other floors. Detonation of an explosive device can be imminently deadly and much more serious than a fire, so evacuating the building must be done quickly.
- If there is time and if possible, attempt to keep the caller on the line while alerting another employee of what is happening. Direct him/her to call emergency personnel on 9-911. There may be enough time for authorities to trace the call.
- **It is important, however, if there is time, to try to obtain as much of the following information as possible from the caller:**

    1. Time set for detonation?
    2. Exact location of the device?
    3. Description of the device?
    4. What kind of bomb it is?
    5. Exact words used by the caller?
    6. Any noteworthy background noises (machinery, music, etc.)?
    7. What will cause the bomb to explode?
    8. Did the caller place the bomb?
    9. Why was the bomb placed?
    10. Where is the caller calling from?
    11. What is the caller's name and address?
    12. Did the caller's voice sound familiar?
    13. Did the caller's voice have noticeable characteristics (accent, regional dialect, male, female, etc.)?
    14. If your telephone has the Caller ID feature, you may be able to obtain the number where the call is originating from.

- If there is time, immediately notify your supervisor and call PMB on 305-2220.

Section VII Suspicious Packages

- If you see any unusual or suspicious package or bundle, abandoned briefcase or other carrying case, or unusual vehicle or truck parked in the garage or next to the building, you should immediately call PMB on 305-2220.
- Make no attempt to disturb, move or look into a suspicious package or object.

- Take action to evacuate the immediate area and await instructions from PMB or other emergency personnel.
- All packages delivered to the building by courier or other mail services must first be x-rayed in the mailroom.

Section VIII Terrorist Incident, Hostage Taking, Demonstrations or Civil Disturbance

Though remote as it may seem, the incidents listed above can occur at any location. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention, or seek revenge. Because of the prominence of the Washington Metropolitan Area in world affairs, it is particularly susceptible to terrorist threats from both domestic and foreign individuals. Because of the surprise factor and the variety of methods at the disposal of such individuals, it is very difficult to provide instructions on what you should do if you experience such incidents. However, the following actions should be taken:

- Do not panic.
- Follow all instructions of law enforcement personnel.
- If you see anything make note of the physical description of the perpetrator(s). Even small details can help law enforcement personnel in making identification or taking other actions.
- If the incident is not nearby your work location, stay in your assigned area as much as possible and do not go near the scene or disturbance.
- Do not try to be a hero. Do not confront or antagonize individuals involved in such incidents. While opportunities to overpower such individuals may be tempting, one has to be very adept and experienced to overcome an individual who is dedicated to his/her cause or who has no great fear of dying, especially if he/she is holding a weapon.
- If you witness something suspicious or in progress, call emergency personnel on 9-911 and then place a follow-up call to PMB on 305-2220.

Section IX Hazardous Materials

Although Park Center is primarily office space, an incident involving hazardous materials could require an emergency response by occupants. Such materials could be flammable or explosive, or be toxic upon inhalation or by direct contact. If anyone is involved in an accident involving a hazardous substance in or around the building, or happens upon a spill or leak, exercise good judgement and do the following:

- Evacuate the immediate area.
- If the incident is inside the building and appears to be extremely serious, activating the fire alarm would serve to evacuate the affected floor and the two adjacent floors.

- If the incident does not appear to be extremely serious, call PMB on 305-2220.
- If the incident appears serious, but not serious enough to activate the fire alarm, call emergency personnel on 9-911.
- Make every reasonable effort to inform other nearby occupants and assist the disabled.
- If you see anyone who is overcome from inhaling fumes, assist in removing those persons from the area only if doing so is low risk.

Section X Suspicious Persons and Solicitors

Park Center office space is reasonably secure. Occupants and authorized visitors must use an electronic key card before a card reader will open a corridor door to office space. However, the elevator lobby areas are accessible and if someone wants to gain entry beyond a corridor door they will stand nearby and wait for the right opportunity to gain entry. Occupants witnessing strange individuals or solicitors should take the following action:

- Be careful not to "label" or "profile" someone as suspicious just because they do not meet your accepted or standard appearance. However, be on the alert for someone who does not appear to "fit" into our normal working environment. This may be hard to do, so you must exercise good judgement. Report persons who do not "fit" by calling PMB on 305-2220.
- Upon observation of a solicitor or someone who is not a "fit", memorize his/her physical description, but do not attempt to apprehend or detain the individual. Provide this information to PMB or emergency personnel when reporting the situation.
- Soliciting inside Park Center Office Building is prohibited. Generally, solicitors make themselves known by selling various products or requesting donations. If you see solicitors call PMB on 305-2220.
- If you witness criminal activity in progress (someone riffling through a desk, a person suspiciously running through the building or stairwell carrying items, etc.) call PMB on 305-2220. If the situation appears serious (carrying a gun or knife, etc.) stay clear and call emergency personnel on 9-911 and then place a follow-up call to PMB.
- Do not open a door for or allow people who are unknown to you to enter any door that requires the use of an electronic key card or key. If you see someone standing nearby a door who appears suspicious or who is unknown to you, you should use a different door or leave the area. Report such incidents to PMB on 305-2220.
- Ask persons who are unknown to you and inside your office space if they need help and/or whom they are visiting. Taking this simple action can discourage individuals who might otherwise wander through the work area unescorted or desire to remain undetected. If you get no response or the information seems wrong or they quickly depart the area, call PMB on 305-2220.

Section XI Power Outages

Power outages will disrupt activities at Park Center. Most overhead lighting will stop working and all office equipment (computers, printers, task lights, most telephones, etc.) will stop working. You may also lose unsaved work on your computer. Stairwells, restrooms, elevator cars, elevator lobbies and some overhead lighting throughout the office space are equipped with emergency lighting connected to a backup emergency generator or other battery source. This emergency lighting will provide enough illumination for a temporary period, but not enough to conduct normal operations.

During the first 30-minutes of a power outage, generally neither PMB nor Building Management will know the cause for a power outage. The Power Company is slow in providing this information and oftentimes their information is not accurate. Every effort will be made to obtain information quickly so that management can decide what action to take (long duration and dismiss occupants, short duration and wait out situation, etc.).

In case of a power outage take the following action:

- Stay calm and remain in your immediate work area.
- Elevator Monitors will go to their respective elevator lobby and determine if anyone is trapped in an elevator. Please note that during a power outage elevators are automatically recalled to the Plaza Level. If there is a trap, calm those trapped and advise them that help will be coming. Also, if you have access to a working telephone, quickly call PMB or go to PMB on the 2nd floor. You will be safe if trapped in an elevator, so remain calm while help is on the way.
- If you get trapped in an elevator or dark area, remain calm. Carefully feel your way out of dark locations. Do not contact PMB. Like you, PMB will know there is a power outage in the building and will be busy obtaining information and evaluating the situation. When information is obtained, management will be briefed. As information becomes available and/or other decisions are made, PMB staff will go to each floor and disperse that information.
- If a decision is made to leave the building, it will be necessary for non-disabled occupants to safely exit their floors to the garage via the stairwell only. Monitors for People with Disabilities must escort disabled occupants to the elevator lobby. When everyone is accounted for, depress the elevator button and wait for the emergency elevator. Elevator Number 6 will continue to be operational via the emergency generator system. **Please note that this elevator should only be used to evacuate disabled occupants.**

Section XII Elevator Traps

Getting trapped in an elevator can be a very traumatic experience for some people. If an elevator stalls, remain calm. All occupants, including handicapped and the hearing and speech impaired, shall:

- Under no circumstances should anyone ever attempt to force open a stuck elevator door. Attempting to pry open the doors and/or exit a stalled elevator car may result in loss of life or serious injury.
- During emergencies (fire, power outage, etc.) elevators are programmed for automatic recall to the Plaza Level, or A Garage Level if there is a fire on the Plaza Level. Elevators should not stall in the elevator shaft and doors are programmed to open when they reach one of the two safe landings. However, there is always a chance that a rare mechanical failure could interfere with how the system is supposed to work.
- Depress and release the emergency telephone button located on the right front side of the car. The call will ring into SETEC Inc. SETEC personnel will talk to you and tell you what to do.
- If you want to get the attention of nearby occupants, you can depress one of the two alarm buttons located on left and right front side of the car. Depressing this button will sound a loud bell and will signal that someone is trapped in the elevator.
- Do not attempt to use the red fireman's telephone located on the left front side of the car. This phone will only operate via a key by emergency personnel.
- Sit down and/or make yourself comfortable as best as you can. If you are trapped after normal business hours, it might take a longer period of time than normal for an elevator technician to arrive and release you. You may continue to speak with SETEC personnel as necessary, and they will be glad to place telephone messages for you.
- Occupants who are hearing or speech impaired should also depress the emergency button and call SETEC Inc. as indicated above. Immediately after doing this, depress and release the alarm button multiple times during the first minute and at least once every minute thereafter until you are released.
- If a building occupant in the elevator lobby attempts to "play hero" and force open a stuck door, do not attempt to climb or jump out. Instead, advise them to get help.
- If you panic or have health related problems (claustrophobic, hyperventilating, heart condition, etc.) and cannot wait for an elevator technician, advise SETEC Inc. of your condition and they will call the Alexandria Fire Department and arrange for "emergency medical release".

XIII Workplace Violence

Acts of violence, harassment, intimidation and other threatening behavior in the workplace will not be tolerated. All incidents will be taken seriously and will be addressed immediately.

Such behavior may include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or other appropriate action.

All occupants are encouraged to report, and not ignore, all forms of violence in the workplace. If you observe or experience such behavior, whether the individual is an occupant employed in the building or a visitor, immediately report such problems to a supervisor or manager. Supervisors and managers who receive such reports should seek advice by immediately calling the Human Resources Division on 305-2326. They will direct your call to the appropriate person, and investigate the incident and initiate appropriate action.

In cases where danger appears likely (assault, loud verbal threat, dangerous confrontation, weapon, etc.), immediately call emergency personnel on 9-911 and then call PMB on 305-2220.

Effective Date: January 10, 2002

Donald E. Arnette, Sr. Deputy Administrator Management	Floyd A. Wheeler FNCS Homeland Security Coordinator
Walter R. Jacobsen Chief, Property Management Branch Administrative Services Division	Cherie Stallman Director, Administrative Services Division Food and Nutrition Service

ROSTER FOR OCCUPANT EMERGENCY TEAM – 2nd FLOOR

Food and Nutrition Service, Park Center
3101 Park Center Drive
Alexandria, Virginia 22302

Date Revised:
Occupants:
Evacuation Room for Disabled Employees:
Emergency No. For Emergency Coordinator:

Position	Name (Primary)	Telephone	Room	Name (Alternate)	Telephone	Room
Emergency Coordinator						
Floor Monitor						
Area Monitor North						
Area Monitor South						
Stairwell Monitor North						
Stairwell Monitor South						
Elevator Monitor						
Monitor for People with Disabilities						
Medical Coordinator						

SAMPLE FORM