

## **I. REGULARLY REVIEWED AND UPDATED EMERGENCY ACTION PLAN**

An emergency evacuation plan has been developed to meet the needs of each building where employees are located in accordance with the provisions set forth in the commonwealth management directives listed below. In addition, the evacuation plans for the various work locations are reviewed and approved by the appropriate local authority having jurisdiction.

- 720.7 - Bomb Threats and Suspicious Packages
- 205.38 - Procedures for Safe Assembly of Commonwealth Employees During Emergency Evacuation of Commonwealth Facilities

Initial and periodic training is provided to ensure all employees are aware of the proper emergency response and evacuation procedures. The training and education provided is specific to the appropriate employee work locations. Information on the emergency response and evacuation procedures is provided during new employee orientations and annually communicated to all employees. In addition, specific training on building evacuation responsibilities and procedures is provided to all building safety team members on an annual basis.

Initial training for new employees is provided through the orientation process administered by DGS' Human Resources Bureau. Periodic training following the initial orientation training for new employees is provided by the Safety Coordinator and/or safety staff via regular fire drills at each location. Each of these is documented and records are kept by the Safety Coordinator.

The emergency evacuation plan, building safety team contact information, and any updates to emergency plan are reviewed and updated at least annually for all locations. This information is provided to all employees via email, posted in all appropriate work locations, or made accessible on the agency's website.

Emergency action plans are reviewed and updated quarterly by the building manager at each site. Information on the emergency evacuation program is communicated to employees by the building managers through email or the emergency evacuation team members.

A fire/evacuation drill is performed at least once every year for all occupied building locations. The drills are held during normal occupancy times. Fire/evacuation drills include the actuation of the alarm initiating and signaling devices. Reports of the drills are documented and forwarded to the Safety Coordinator. Fire drill documentation records are kept electronically and include the date, time of day, and occupant response remarks.