Element I - EMERGENCY ACTION PLAN

Each building has a plan to guide employees in emergency situations requiring evacuation / safe assembly, or shelter-in-place. Every employee must be familiar with these procedures in order to prevent injuries if an emergency occurs. For a copy of your building's emergency action plan, see your supervisor.

To comply with this Element I and the management directives that require it, please use the action plan template and the "Evacuation Plan Checklist" (last page).

Emergency Action Plan Template

Those responsible for developing emergency action plans for their agency or building can customize the template that follows. It is also available at this link: Emergency Action Plan Template on the DGS website.

Assistance needed to evacuate?

If you will need assistance to evacuate from your building or work location during an emergency, please complete and submit this form: Evacuation Assistance Identification Form. Evacuation procedure instructions are included in your agency's completed Emergency Action Plan.

This Emergency Action Plan template is prepared in accordance with these Management Directives:

- 205.38 - Emergency Evacuation, Safe Assembly and Shelter In-Place
- 720.7 - Bomb Threats and Suspicious Packages
- 205.25 – Disability Related Employment Policy

Questions? Care to volunteer?

If you have questions, or if you would like to volunteer to help on your building's emergency evacuation team, please click this link for the contact information for each agency's safety coordinator, and contact your agency's Safety Coordinator.

Sept 23, 2020

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PLEASE NOTE:

1. *What follows is a template. Where you see words in BLUE, please fill in the correct information for your building.*
2. *Also, please amend the Table of Contents to show the correct page numbers of each subject. That will change when you are done customizing the template*

Building

Emergency Response Plan

Address

Security/Building Command Center:

Location

Primary Assembly Area:

Location

INTRODUCTION

This Building Emergency Response Plan provides the procedures for dealing with bomb threats, severe weather, and building evacuations at the **Building**. All employees must be familiar with this **Building** Emergency Response Plan and their responsibilities during an emergency.

In all DGS-Managed Buildings, DGS Fire, Safety & Environmental Division (FSED) employees and Capitol Police Officers have complete authority during any emergency. Upon arrival, they will take appropriate steps to ensure the orderly response within the building. Be sure to maintain composure and follow their instructions in order to protect your health and safety, and that of your fellow employees.

The emergency evacuation team, consisting of persons housed in **Building**, will be wearing orange vests. They will direct any emergency evacuation from its start, and may assist with other emergency situations as needed.

For All Emergency Calls - Dial 911

For non-emergencies call Capitol Police at 717-787-3199

DGS Fire, Safety & Environmental Division
717-772-4545 or 717-705-2213

Building Contact Information

Building Management:	**Agency / Name of company**
Building Manager:	**Contact Information**
Alternate Contact:	**Contact Information**
Building Fire Marshal:	**Contact Information**
Alternate:	**Contact Information**
Assembly Area Leader:	**Contact Information**
Alternate:	**Contact Information**

BUILDING
Address

EMERGENCY EVACUATION TEAM

By Floor

Building Fire Marshall - Name and contact info

Alternate Fire Marshall - Name and contact info

Assembly Area Leader - Name and contact info
Alternate - Name and contact info

Agency Liaison - Name and contact info
Alternate - Name and contact info

1st Floor

Floor Chief - Name and contact info

Alt. Floor Chief - Name and contact info

Exit Guards - Names and contact info

Alt. Exit Guards - Names and contact info

Searchers - Names and contact info

Alt. Searchers - Names and contact info

2nd Floor

Floor Chief - Name and contact info

Alt. Floor Chief - Name and contact info

Exit Guards - Names and contact info

Alt. Exit Guards - Names and contact info

Searchers - Names and contact info

Alt. Searchers - Names and contact info

[Please repeat for each floor.]

DEFINITIONS

Agency Liaison Officer: An agency-designated person who communicates with the Assembly Area Leader. This person reports the agency's head counts to the Assembly Area Leader, receives updates from the Assembly Area Leader, and shares information with Agency Head or designee.

Assembly Area: A designated safe outside location where all evacuees report after a building evacuation.

Assembly Area Leader: A designated person who is the primary liaison between the Incident Commander and Agency Liaison Officers at each assembly area. In a DGS-managed building, this is a DGS-designated employee who will be wearing a green vest and carrying a bullhorn. In a non DGS-managed building, the agency with the greatest number of employees in the building will appoint the Assembly Area Leader; however, the Assembly Area Leader may be any agency's employee housed within the **Building**.

Authority Having Jurisdiction: The on-scene organization responsible for leading the response. For example, DGS, fire department personnel, or police personnel.

Building Evacuation Team: An organized group of volunteers comprised of the Building Fire Marshal, Floor Chiefs, Exit Guards, Searchers, or any other person designated to assist during a building evacuation.

Building Fire Marshal: The Building Evacuation Team leader and primary contact for emergency personnel. Also responsible for completing this template for **Building**. The agency with the greatest number of employees in the building will appoint a Building Fire Marshal. In leased facilities with non-Commonwealth tenants and an onsite building manager employed by the landlord, the agency may, with the landlord's concurrence, designate the building manager as the lead for the Building Evacuation Team.

Designated Staging Area: An area in a building that has been established as the location where persons requiring assistance (PRAs) will wait to receive assistance during an evacuation.

Emergency Evacuation: The orderly movement of all occupants within a building to their Assembly Area.

DGS: The Commonwealth of Pennsylvania's Department of General Services.

DGS Fire Safety Coordinator: A DGS employee responsible for monitoring Emergency Evacuation Plans and carrying out Building Evacuation Team training and drills for DGS-managed buildings.

DGS-Managed Building: A Commonwealth-owned or leased building where DGS has assigned an employee to manage all issues related to the building.

Disability Services Coordinator: Person who processes requests for reasonable accommodations.

Emergency Evacuation Plan: A document that describes the procedures for an orderly evacuation of a building, the assembly of occupants outside the building, and an Evacuation Plan Checklist.

Emergency Evacuation Route: The path from any place within a building to an exit and then Assembly Area.

Exit Guard: Person(s) responsible to keep exits unobstructed, and prevent re-entry during evacuation.

Fire Marshal: Leader of the initial emergency response who develops each building's evacuation plan, updates it quarterly, and provides the quarterly updates to the agency's Safety Coordinator.

Floor / Area Chief: The individual designated to ensure that persons requiring assistance have been staged in designated staging areas, and that the rest of the floor is clear prior to his / her exiting the building and reporting that information to the Building Fire Marshal.

Incident Commander: A person who has responsibility for making decisions during an emergency situation until the authority having jurisdiction arrives.

Incident Command Post: The location of the tactical-level, on-scene incident commanders / managers.

OA: The Commonwealth of Pennsylvania's Office of Administration.

Persons Requiring Assistance (PRAs): Employees or visitors who self-disclose that they have a temporary or permanent impairment that prevents them from evacuating a building on their own.

Safety Coordinator: The individual responsible for administering an agency's safety policies.

Searcher: Person(s) responsible for searching and verifying that no one is left on a floor during an evacuation. They are also responsible for locating those not accounted for in the designated assembly area.

Shelter In-Place: The act of remaining where the person is, and in some cases moving to an interior space.

Suspicious Object / Package: An object or package that seems out of place or otherwise causes concern.

Tornado Watch: Is issued when atmospheric conditions are favorable for the development of tornadoes.

Tornado Warning: Issued when an actual tornado is in the area. If a "Tornado Warning" is issued for your area, it is a "call to action" to shelter immediately.

EMERGENCY GUIDELINES

Remain calm and alert in any emergency.

BOMB THREATS:

BOMB THREATS OR OTHER TERRORISTIC THREATS MUST NEVER BE IGNORED.

DO NOT USE CELL PHONES OR RADIOS IN THE AREA OF A BOMB THREAT.

ALL COMMONWEALTH EMPLOYEES MUST BE PREPARED TO RESPOND TO BOMB THREATS.

Telephone Bomb Threat:

- DO NOT use cell phones or radios in the area.
- Attempt to get as much information from the caller as possible.
    - Don't hang-up on the caller. Notify your supervisor or law enforcement via text-message on another line while the call is in progress if possible.
    - Refer to the **Bomb Threat Data Card (STD 499), "Attachment 2".**
- Immediately notify your supervisor, or next level of management if your supervisor is not immediately available, and keep the matter confidential except for that one person until law enforcement personnel request your assistance.
    - Call 911 and report the incident as soon as possible.
- If a bomb threat is received via voicemail or answering machine, keep and protect that recording.
    - Immediately notify your supervisor, or next level of management if your supervisor is not immediately available, and keep the matter confidential except for that one person until law enforcement personnel request your assistance.
    - Immediately call 911 and report the incident.
- ***Do not create panic by sharing any such information with co-workers***.

Handwritten, FAXed, or Emailed Bomb Threat:

- Do not handle the document containing the threat any more than necessary. If possible, place the written threat inside a plastic sheet protector.
- Do not delete bomb threats received via e-mail. Print a copy so that you can provide it to law enforcement personnel when asked.
- Immediately notify your supervisor, or next level of management if your supervisor is not immediately available, and keep the matter confidential except for that one person until law enforcement personnel request your assistance.
    - Call 911 and report the incident as soon as possible.
- ***Do not create panic by sharing any such information with co-workers***.

EARTHQUAKES:

- Move away from windows, toward the center of the building.
- Take cover underneath a desk, table or other heavy piece of furniture.
- If there is no furniture around, brace yourself under an inside doorway.
- Be prepared for aftershocks. Do not leave the protected area while the situation is active.
- During an earthquake, the safest place is right where you are. It is not safer outside the building. In fact, most injuries occur as people enter or leave a building due to falling debris.
- If outdoors, stay away from buildings.
- Pay attention for emergency announcements / instructions given by safety personnel.
- If in a moving vehicle stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping under overpasses and utility wires. Proceed cautiously once the earthquake has stopped.

ELEVATOR ENTRAPMENT:

- **DO NOT** attempt to open the door or override the safety features of the elevator.
- If trapped in an elevator, push the emergency button or use the emergency phone in the car.

FIRE OR SMOKE:

- **Fire:** If a fire is discovered in the building, immediately pull the lever in a fire alarm pull station to evacuate the building. Call 911 as soon as possible. After evacuating, the person who activated the fire alarm system shall inform their supervisor of their actions.
- **Smoke:** If there is a burning odor, or visible smoke, call 911. If there is heavy smoke or if a light haze of smoke increases in density, pull the lever in a fire alarm pull station to evacuate the building. After evacuating, the person who activated the fire alarm system shall inform their supervisor of their actions.

HAZARDOUS MATERIALS INCIDENT:

- If you see or are involved in any hazmat incident, call 911.

SUSPICIOUS OBJECTS / PACKAGES:

- If you find a suspicious object or package, do not touch it. Immediately back away from the object or package and call 911.

SUSPICIOUS ODOR:

- **For DGS-Managed Buildings -** If a suspicious odor (other than smoke / burning) is detected, contact the Capitol Police at 717-787-3199. They will dispatch DGS FSED staff to investigate.
- **For non-DGS-Managed Buildings -** If a suspicious odor (other than smoke / burning) is detected, following the procedure provided by your Building Manager.

TORNADOS OR OTHER SEVERE WEATHER:

- If a tornado or severe weather **Watch** is issued, monitor Weather Warnings and Public Alerts.
- If a tornado of severe weather **Warning** is issued, remain inside the building and take the following actions when appropriate:
    - If you are outside, seek safe shelter immediately.
    - If you are in a moving vehicle, trailer, or mobile home, safely find shelter as quickly as possible in the lowest floor of a sturdy building or storm shelter if possible.
    - Move away from windows, doors, atriums, lobbies, and outside walls.
    - If you are in an exterior office, leave it and close the door.
    - Go to interior rooms, hallways, center corridors, or stairwells.
    - Sit down and protect yourself by putting your head as close to your knees as you can, or kneel while protecting your head.
    - Do not enter or use an elevator.
    - If you are trapped in an exterior office, get under a desk if possible & keep away from windows.
    - If you have a radio or television, tune it to a local station for current information.

EMERGENCY EVACUATION PROCEDURES

- Immediately evacuate the building if an alarm sounds.
- **DO NOT** stop an evacuation for any reason after it has begun.
- **DO NOT** attempt to return to your work area if you are on another floor.
- **DO NOT** operate cell phones except for an emergency.
- **DO NOT** attempt to use the elevators.
- **DO NOT** block or prop open fire doors.
- DGS' Fire, Safety & Environmental Division (FSED) Staff has authority over DGS-owned or managed buildings during any evacuation, unless relieved by law enforcement or municipal fire authorities.
- If visitors are observed in the building, they should be directed to the nearest emergency evacuation route.
- If possible, lock or log off computers and secure "sensitive" documents.
- If you are at your work station, prepare for the possibility of not returning. Take along medications, glasses, keys, identification, purse / wallet, and other potentially important belongings.
- Proceed towards the **CLOSEST** emergency exit. If it is blocked, choose another exit.
- When entering the stairwells, maintain a single file movement. As you enter the stairwells, keep to the outside (right) of the stairwell and then gradually merge to the inside (left) by the next floor. Stay along the inside (left) of the stair railing in order to allow for the entry of people from other floors. Avoid carrying open containers down the stairwells.
- If at any time during an evacuation a person creates a hazard to fellow employees, please report this incident to your Floor Chief, FSED Staff (Fire, Safety & Environmental Division), or Capitol Police.

PERSONS REQUIRING ASSISTANCE (PRAS):

- PRAs shall contact OA HR to disclose in advance that assistance will be needed to exit the building if there is an evacuation.
- In circumstances where the condition is permanent, request a reasonable accommodation.
- PRAs should wait at the designated staging area, from which the Incident Commander will arrange for their evacuation.
    - Initially, PRAs will be staged in the hallway at your assigned stairwell until the flow of traffic stops coming down the stairs. Then PRAs will be placed inside the stairwell and the Fire Rated Doors shall be closed. You will be "Sheltered in Place" during the entire evacuation.
    - If a visitor is in the Building who needs assistance during an evacuation, please assist them to get to the safe area at any of the assigned stairwells.

ASSEMBLY AREA PROCEDURES

- Upon evacuating, report to your designated assembly area.
    - The assembly area becomes each employee's designated work location for the duration of the event. Unauthorized departure from the evacuation route or assembly area is an unauthorized absence from work.
    - If an assembly area is determined to be unsuitable, employees will be directed to move to another location. Upon arrival at the secondary location, the Agency Liaison Officer will communicate with the Assembly Area Leader to determine the proper location for assembly and headcount and repeat this procedure.
- All employees will participate in roll call or other accountability procedures.
- Each Agency Liaison will report to the Assembly Area Leader to report employee accountability.
- If multiple buildings evacuate and use common Assembly Areas, each Agency Liaison will relay information from the Assembly Area Leader to members of their Agency within the Assembly Area.
- Only FSED Staff may issue an "all clear" message to signal permission to re-occupy. When the Assembly Area Leader receives this message and has notified those in their area, those employees may re-occupy the building. Please follow all instructions carefully to expedite your re-entering the building.

EMERGENCY EVACUATION TEAM RESPONSIBILITIES

AGENCY LIAISON OFFICER / ALTERNATE:

- Communicates information between the Assembly Area Leader and Evacuees.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

ASSEMBLY AREA LEADER / ALTERNATE:

- Communicates information between Incident Commander and the Agency Liaison Officers.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

BUILDING FIRE MARSHALL / ALTERNATE:

- Incident Commander until DGS FSED, Capitol Police, or professional emergency responders arrive.
- Responsible for all matters pertaining to the Emergency Evacuation team organization for the building.
- Ensures that Evacuation Team Member positions are always filled.
- Ensures that alternates for each position are in place to perform essential functions if the Building Fire Marshal and/or other designated staff are unavailable.
- Sets up Incident Command Post for Floor Chiefs to report in the Lobby.
- Notify the Authority Having Jurisdiction of persons staged in the designated areas requiring assistance.
- Ensures that other special needs areas have adequate plan in place to facilitate evacuation.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

DGS FIRE SAFETY & ENVIRONMENTAL DIVISION (FSED) STAFF:

- Responsible for monitoring the Emergency Evacuation Plans of DGS-owned or managed buildings, reviewing them at least annually.
- Has authority over a DGS-owned or managed building during any evacuation, unless relieved by law enforcement or municipal fire authorities.
- Schedules evacuation drills.

EXIT GUARDS / ALTERNATES:

- Ensure that exit doors are initially opened, and then closed upon evacuation of all occupants of the floor.
- Maintain order and prohibit the entrance of personnel from the stairwell to the floor.
- Keep an orderly flow.
- Ensure PRA's are staged in the stairwell when safe to do so and report this to the Floor Chief.
- Report to the assembly area.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

FLOOR CHIEF / AREA CHIEF / ALTERNATES:

- Coordinates the Emergency Evacuation Team for their floors.
- Upon hearing the fire alarm, immediately proceeds to a predetermined location to coordinate the evacuation of the floor / area.
- Ensures that the PRAs are accounted for.
- Provides team information to the Building Fire Marshal when evacuation is completed.
- Reports to the assembly area.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

SEARCHERS / ALTERNATES:

- Visit all restrooms and work areas of assigned floors (including conference rooms) to make certain all occupants have cleared the area.
- Assists visitors not familiar with the evacuation plan.
- Closes (but does not lock) any open doors.
- When search is completed, reports to the Floor Chief / Area Chief.
- Reports to the assembly area.
- Attends mandatory "Emergency Evacuation Team Member Training" annually through LSO.

TEAM COVERAGE:

- All tasks listed above must be completed as quickly and safely as possible for an effective evacuation.
- If team members are absent from the building when an alarm goes off, floor teams need to cover the absent members' responsibilities. The Floor Chief / Alternate must first determine if there are enough Searchers and Exit Guards. Where vacancies exist, the Chiefs should assume the missing team members' duties themselves or assign others to cover them.
- Should both the Floor Chief and Alternate be absent, another team member must assume the chief's duties. Floor Chiefs or others acting in that position should station themselves by the chosen stairwell exit of the hall for communication purposes, and so that other team members know who is in charge.
- All team members must be familiar with the functions of all other team members for this system to be effective. Each should be prepared to assume the duties of others at the direction of the Floor Chief.
- If the Building Fire Marshal & Alternate are absent, a Floor / Area Chief must assume their duties.

ATTACHMENT 1 - Mail Handling Precautionary Measures

These instructions apply to all persons who process or handle mail in any way, including mail room staff, administrative staff, and the individuals to whom mail is addressed. While the risk of exposure to a biological, chemical, or other hazard is small, everyone who handles mail must be cautious.

Agencies may wish to implement additional precautions or restrictions as necessary.

Precautions for opening mail:

- Be alert for suspicious characteristics.
- Do not open mail using your hands or fingers – use a letter opener or other device.
- When opening the mail, position the top of the envelope away from your body.
- Do not handle mail with your bare hands. Wear gloves.
- Always wash your hands using soap and cold water after handling mail.
- Do not open mail in areas of high ventilation or in front of a fan.

Characteristics of suspicious letters or packages:

- Mailed from a foreign country
- Postmark that does not match the return address
- Excessive postage
- Excessive weight / rigidity / bulk / lopsided or uneven
- Misspelled words / badly typed or handwritten
- Excessive tape or string
- Restrictive markings (personal, confidential, etc.)
- Missing a return address
- Mail has an odor / is oily / stained / discolored
- It makes a ticking sound

If you find a suspicious letter or package:

- Do not open the letter / package.
- Do not allow anyone to enter or exit.
- Do not move the items.
- Do not shake the letter / package.

- Do not sniff or smell the letter / package.
- Immediately call 911 and notify your supervisor.
- Place the envelope or package in a plastic bag or other type of container to prevent leakage of the contents. If a container is not available, cover the envelope or package with anything that is available, such as a piece of paper, trash can, clothing, etc.
- Wash your hands using soap and cold water after handling mail.
- Wait for direction from the Capitol Police or other law enforcement with jurisdiction over the building.

What should I do if a piece of mail contains a threat, powder residue, liquid, or other sign of possible biological or chemical tampering?

- Call 911.
- HVAC units should be shut down.
- Do not taste, touch, or smell the contents.
- Place the envelope or package in a plastic bag or other type of container to prevent leakage of the contents. If a container is not available, cover the envelope or package with anything that is available such as a piece of paper, trash can, clothing, etc.
- Do not try to clean up any spilled contents.
- Do not allow others to exit or enter the area.
- Do not touch your eyes, nose, or any other part of your body.
- Do not attempt to brush the substance from your clothing.
- Anyone who had contact with the item should thoroughly wash hands with soap and cold water.
- Remain available for the Capitol Police or other law enforcement agency.

ATTACHMENT 2 - Bomb Threat Data Card (STD 499)

COMMONWEALTH OF PENNSYLVANIA BOMB THREAT DATA

BOMB THREAT INSTRUCTIONS

PLACE THIS CARD UNDER YOUR TELEPHONE

In the event that you receive a bomb threat at your work location, it is imperative for your safety and the safety of others that your local law enforcement be contacted immediately by dialing 911.

QUESTIONS TO ASK:

1. Where is bomb right now?
2. When is bomb going to explode?
3. What does it look like?
4. What kind of bomb is it?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?
9. Any names of persons, agencies or offices?

-DO NOT HANG UP THE PHONE-

EXACT WORDING OF THREAT:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Sex of Caller:_____ Race:_____

Age:_____ Length of Call:_____

Number at which call is received:

_____

Use CALL TRACE *57

Time:_____Date:_____/_____/_____

BOMB THREAT

COMMONWEALTH OF PENNSYLVANIA
STD-499 11-15

COMMONWEALTH OF PENNSYLVANIA BOMB THREAT DATA

BOMB THREAT INSTRUCTIONS

PLACE THIS CARD UNDER YOUR TELEPHONE

In the event that you receive a bomb threat at your work location, it is imperative for your safety and the safety of others that your local law enforcement be contacted immediately by dialing 911.

QUESTIONS TO ASK:

1. Where is bomb right now?
2. When is bomb going to explode?
3. What does it look like?
4. What kind of bomb is it?
5. Did you place the bomb?
6. Why?
7. What is your address?
8. What is your name?
9. Any names of persons, agencies or offices?

-DO NOT HANG UP THE PHONE-

EXACT WORDING OF THREAT:

Sex of Caller:_____ Race:_____

Age:_____ Length of Call:_____

Number at which call is received:

Use CALL TRACE *57

Time:_____Date:_____/_____/_____

BOMB THREAT

COMMONWEALTH OF PENNSYLVANIA
STD-499 11-15

papublisher

CALLERS VOICE:

____ Calm
____ Angry
____ Excited
____ Slow
____ Rapid
____ Soft
____ Loud
____ Laughter
____ Crying
____ Normal
____ Distinct
____ Slurred
____ Speech Pattern
____ Nasal
____ Stutter
____ Lisp
____ Raspy
____ Deep
____ Ragged
____ Clearing Throat
____ Deep Breathing
____ Cracking Voice
____ Disguised
____ Accent
____ Whispered

Is the voice familiar? _____

BACKGROUND SOUNDS:

____ Street Noise
____ Crockery
____ Voices
____ PA System
____ Music
____ House Noise
____ Motor
____ Office Machinery
____ Factory Machinery
____ Animal Noises
____ Clear
____ Static
____ Local
____ Long Distance
____ Booth
____ Other (Specify)

_____

_____

THREAT LANGUAGE:

____ Well Spoken (Educated)
____ Foul
____ Irrational
____ Incoherent
____ Taped
____ Message ready by Threat maker

REMARKS: _____

_____

_____

Report call immediately to your supervisor or, if your supervisor is not immediately available, notify another person in charge.

PHONE NO.	DATE
NAME	POSITION

CALLERS VOICE:

____ Calm
____ Angry
____ Excited
____ Slow
____ Rapid
____ Soft
____ Loud
____ Laughter
____ Crying
____ Normal
____ Distinct
____ Slurred
____ Speech Pattern
____ Nasal
____ Stutter
____ Lisp
____ Raspy
____ Deep
____ Ragged
____ Clearing Throat
____ Deep Breathing
____ Cracking Voice
____ Disguised
____ Accent
____ Whispered

Is the voice familiar? _____

BACKGROUND SOUNDS:

____ Street Noise
____ Crockery
____ Voices
____ PA System
____ Music
____ House Noise
____ Motor
____ Office Machinery
____ Factory Machinery
____ Animal Noises
____ Clear
____ Static
____ Local
____ Long Distance
____ Booth
____ Other (Specify)

_____

_____

THREAT LANGUAGE:

____ Well Spoken (Educated)
____ Foul
____ Irrational
____ Incoherent
____ Taped
____ Message ready by Threat maker

REMARKS: _____

_____

_____

Report call immediately to your supervisor or, if your supervisor is not immediately available, notify another person in charge.

PHONE NO.	DATE
NAME	POSITION

papublisher

ATTACHMENT 3 - Evacuation Plan Checklist (from MD205.38 Amended)

Agency / Building evacuation plans should include (but are not limited to) the following information:		**Included in Plan**
1	Methods for notifying employees of an evacuation, including but not limited to: • Fire alarms • Public address systems • Visual/verbal notification	
2	Names, contact information, and responsibilities for the building evacuation team (and alternates) including: • Building Fire Marshal • Floor Chief • Searchers • Exit Guards • Assembly Area Leader • Agency Liaison Officer	
3	Contact information and names of: • Key management personnel • Appropriate emergency personnel • Any non-commonwealth personnel, such as building manager or landlord	
4	Descriptions of unique building features or contents that may impact the safe and prompt evacuation of employees from the building and/or may present an obstacle to emergency personnel such as secured rooms, areas where alarms cannot be heard, volatile chemical storage areas, day care/senior citizen centers, etc.	
5	Methods to account for all employees by floor or administrative unit.	
6	Instructions for securing confidential information.	
7	Instructions for employees to log-off or lock computers and laptops, if time permits.	
8	Developing procedures for identifying and evacuation Persons Requiring Assistance.	
9	Instructions for assisting visitors, vendors, and on-site business partners during an evacuation.	
10	Floor Plans with emergency exits identified.	
11	Instructions prohibiting smoking and the use of cellular telephone or similar mobile devices during evacuation.	
12	A map identifying the assembly areas where employees must report.	
13	A schedule for education and training on the evacuation plan and assembly procedures (at a minimum conducted annually).	
14	Procedures for immediately filling vacant safety roles resulting from staff turnover.	
15	Procedures for when to Shelter In-Place. A template is in place for DGS-Managed Buildings and is available for non-DGS managed Buildings on the DGS website.	