



<b>General Order Number:</b> 01-24	<b>Effective Date:</b> January 2010
<b>Division:</b> Administration and Organization	
<b>Chapter:</b> Facility Emergency Plan	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

**POLICY**

This General Order shall establish specific responsibilities and outline emergency actions which all Fire/EMS facilities shall develop to ensure the safety of Prince George's County employees and visitors at all workplaces.

**DEFINITIONS**

N/A

**PROCEDURES / RESPONSIBILITIES**

The following procedures shall be adhered to when developing Emergency Evacuation Plans for a Fire/EMS Department facility:

**Safety and Emergency Response Plan**

Your facility emergency operation plan should address the following procedures:

- Designation of an Emergency Coordinator and Alternate Emergency Coordinator
- Designation of Safety Officers and Alternate Safety Officers
- The obtaining and posting of floor plans with evacuation routes
- Establishing Designated Meeting Sites (Relocation and Assembly)
- Review your operations to determine which critical operating systems may require continuing attention or shutdown during an evacuation or other emergency condition
- Conduct training in plan requirements with all building occupants
- Conduct periodic evacuation drills and critique them
- Building exit procedures are also contained and the plan is posted throughout the building.
- List detail evacuation instructions and or duties for those who have responsibilities during the emergency evacuation.
- Address conditions that may involve building evacuation, such as fire or bomb threats, etc.
  - Fire Emergencies
  - Medical Emergencies
  - Severe Weather
  - Severe Weather/Winter Weather/Flood
  - Utility Emergencies
  - Bomb Threats



**REFERENCES**

N/A

**FORMS / ATTACHMENTS**

Facility Emergency Plan (SAMPLE)

# Facility Emergency Plan

## PRINCE GEORGE'S COUNTY GOVERNMENT



**Approved by:**

\_\_\_\_\_   
 Agency Head Name & Title

Date \_\_\_\_\_

\_\_\_\_\_   
 Director of Homeland Security

Date \_\_\_\_\_

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## **Safety and Emergency Response Plan**

In accordance with 29 CFR 1910.38 the purpose of this plan is to establish specific responsibilities and outline emergency actions which should be taken to ensure the safety of Prince George's County employees and visitors at all workplaces. The following procedures address conditions that may involve building evacuation, such as fire or bomb threats. Building exit procedures are also contained and the plan is posted throughout the building(s).

It is the responsibility of all County personnel to familiarize themselves with this information.

## **Emergency Operations Duties**

### **Command and Control**

Emergency Action Coordinator (EAC):

### **Staffing Officer / On-Duty Operations Center personnel**

**The ranking on-duty person in the Emergency Operations Center will assume the role of the EAC until relieved by a higher ranking Officer.**

Alternate (EAC):                    The Operations Center is staffed around the clock

Responsibilities:

- Coordinates evacuation/shelter-in-place operations and assistance during emergencies effecting their area of responsibility
- Ensures Public Safety Communications has been advised of the emergency
- Accounts for all personnel to the extent possible as outlined in this procedure

## **Ranking Fire/EMS Officer within each Office area responsibilities**

- Assure all workers were alerted to the emergency
- Direct workers to the nearest exit
- Check area to ensure all Prince George's County employees and visitors have vacated the building
- Assist Disabled persons and enlist aid as needed.
- Notify PSC via direct line or portable radio of complete evacuation

## **Building Evacuation**

- **All Prince George's County Government employees and visitors are required to exit the building (s) upon notification.**
- All employees will follow the Emergency evacuation procedures listed in the next section of this document.

## Relocation and Reassembly

- In case of building evacuation, the primary relocation site will be Founder's Circle
- The secondary relocation site will be **Station 30**

## **EMERGENCY RESPONSE**

The first person to identify an emergency must begin reporting procedures.

First on the scene should:

- Begin evacuation/shelter-in-place
- Communicate the nature of the emergency by dialing 911
- Collect information as required to communicate the situation. Be prepared to provide the following:
  - Your Name
  - Nature of the emergency
  - Location of the emergency
  - Whether people are trapped, injured, or unaccounted for.

### *Communication of an emergency involves 3 steps.*

1. Begin evacuation procedures if the emergency is immediately dangerous to life and/or health. Otherwise the individual discovering the emergency will report the situation to their supervisor, Emergency Action Coordinator (EAC) in the Operations Center. Call 911 if the emergency is an immediately dangerous to life and/or health. Otherwise the informed person will report to EAC/Operations Center as needed.
2. The EAC/Operations Center will inform Office Supervisor's via building intercom with instruction concerning employee response.
3. The Office Supervisor's will inform and direct the office occupants by assigned area.

## **Office Supervisor's**

Office Supervisor's are responsible for the safety of workers and visitors in their area. During an emergency that requires building evacuation Supervisors should:

- Assure all workers were alerted to the emergency.
- Direct workers to the nearest exit.
- If feasible without endangering themselves, check their area of responsibility to ensure everyone has vacated.
- Assist disabled persons and enlist aid as needed.
- Verify all persons from their section of responsibility are present and accounted for at the Assembly Area.
- Protect assets as appropriate to the emergency. (**E.g. do not lock doors for fires**)
- Notify EAC/Operations Center/PSC of status.

## **Building Exit, Assembly Areas, and Re-entry**

Building evacuation plans are attached in the Appendices. The plan is also posted in strategic locations throughout the building.

### Evacuation Procedure

- Exits are readily accessible in the building(s) being used by Prince George's County at your location. Exits are identified with signs. Use the nearest exit when evacuating the building. Maintain a clear path to the exits in preparation for an emergency. Keep personal items and boxes out of common walkways.
- When a building that is part of the Prince George's County Government is evacuated all employees should assemble at the primary site, ***Founder's Circle!*** or to the secondary site, ***Station 30***. Office Supervisors will direct Prince George's County employees and visitors to the appropriate location.
- Be prepared to follow any other special directions issued by emergency personnel.
- Notify Operations Center personnel or PSC when the evacuation is complete
- Re-enter the building **only** after it is cleared to do so by local authorities. The Ranking Officer on Location will determine the reentry status.

### General considerations

- Remain calm.
- Follow all instructions given by supervision, the EAC, the Floor Monitor, Building Staff, and emergency personnel.
- Time permitting; secure all cash and other assets in their proper place.
- Since building re-entry may not be possible, take personal valuables, such as wallets, purses, and identification.
- If necessary, remove high-heeled shoes to effect a safe and rapid evacuation.
- Walk briskly, do not run, to the nearest designated exit.
- Assist, as needed, in the evacuation of handicapped persons.
- Due to the possibility of a power outage, persons should refrain from using elevators during emergency conditions
- The supervisor and employee should become familiar with the route of evacuation from the office.

## **Fire Emergency**

### Procedure

1. Communicate the emergency.
2. Evacuate the building
3. Call **9-911**. Be prepared to give the following information:
  - Your Name
  - Location of fire
  - Your Location: Whether people are injured, unaccounted for or trapped in the building.
4. If the fire is small and you have been trained to use a fire extinguisher then you may attempt to extinguish the fire. There are nine fire extinguishers located throughout the building's common areas. Personnel should familiarize themselves with their locations. This should only be attempted after someone has called for emergency response (9-911), the building alarm has been sounded and all personnel are being evacuated. Evacuate the building according to the Emergency Evacuation Plan. Report directly to the assembly area and your Office Supervisor.

## **Medical Emergencies**

### Procedure

1. Remain with the injured or ill person. **DO NOT** move the injured person until trained medical assistance is available. (Refer to the Appendices for qualified persons to assist.)
2. Direct a specific person to call 911 via the operations center for emergency assistance.
3. Contact your Supervisor. Inform as necessary the **(Operation Center)**\_\_ or **Bureau of Advanced Emergency Medical Services**\_\_\_\_\_.
4. Notify the Operation Center if you place a call for an emergency unit.
5. Alert Occupational Safety and Health (Room 120), as an accident investigation must be conducted/ submitted to help prevent further or future injury.

### Medical Stations

- The first aid kit and AED are located in the **\_Operations Center**
- When a situation arises which involves blood or other bodily fluids in any amount contact the ***Infection Control Officer in room 120.***

### Medical Facilities

Any medical emergency should be handled by the nearest EMS agency. Call 911 for emergency assistance. Medical problems of a non-emergency nature should be handled at the closest medical facility. The closest full service hospital is:

Directions to the Medical Center are located with a map in the Appendices.



## **Severe Weather**

### **Tornado/Sever Storm Procedures**

The following precautions should be taken when a tornado warning is in effect:

1. Be attentive to announcements. Notification is provided by NOAA Radio broadcasts, Pages, Public Safety Communications (via radio), building intercom system, (EBS) Radio, television stations/Weather Channel and cable override broadcasts.
2. Be prepared to leave offices where there are numerous glass windows and proceed to internal corridors, away from glass. The principle danger to persons in this situation is from flying debris. Any such winds are also capable of inflicting damage to property. Debris in the air is a definite hazard to those outside and to those standing in front of large glass windows.
3. Remain calm. If directed, evacuate in an orderly manner. Notice will be given when it is safe to return to offices.
4. There may be need to board up building windows in advance of an impending storm.

### **Warning and Response**

The National Weather Service watches and warnings for all surrounding counties are supplemented by forecasting and spotter observation. Additionally, direct warnings to the public will come through NOAA Radio broadcasts; EAS (EBS) Radio, television stations/Weather Channel and cable override broadcasts. Any such announcements will define the situation as either a watch or a warning.

### **Severe Weather/Winter Weather/Flood**

If severe weather conditions such as floods, snow, sleet, or ice storms develop, your supervisor will be your point of contact. Any decision to alter Prince George's County Government operations will be made by the Chief Administrative Officer and an appropriate message will be placed on the Prince George's County Government employee information line - 952-4810.

**Watch:** Conditions are conducive to formation of specified severe weather type.

**Warning:** Specified severe weather type is occurring in the general area.

## **Utility Emergencies**

Utility emergencies include gas line breaks or leaks, tank damage, building power failures, and water pipe breaks. In all cases communicate the emergency to 911.

### **Gas Line Break/Gas tank damage**

1. Begin evacuation of the immediate area
2. Call 911 and notify the nearest uniformed person in the building.
3. Inform the Operations Center immediately.
4. **The Operations Center** will notify the Public Safety Communications and/or gas company.
5. Avoid the use of any electrical or mechanical equipment and switches including telephones and computer switches, which might cause sparks.
6. **UNIFORMED PERSONNEL:** The building's gas meter is located outside the rear kitchen door to the right as you exit.

## **Building Power Failure**

1. **The Operations Center** will arrange for electricians or contact the power company as appropriate.
2. Remain where you are.
3. Secure checks, cash, etc. if necessary.
4. Telecommunications/Logistics will address power failures limited to specific areas within a building.

## **Water Pipe Break**

1. Attempt to protect assets until assistance arrives.
2. The Operations Center will contact the appropriate maintenance personnel.

## **Bomb Threats**

1. By phone
  - a. Obtain as much info as possible
  - b. Use bomb threat checklist
  - c. After caller hangs up dial 911
  - d. Notify your Office Supervisor.
  - e. Notify The Operations Center/Fire Prevention/Investigations Officer if available.
  - f. Do not evacuate unless imminent situation
2. Written threat or Suspected Bomb
  - g. Recognize signs of suspicious letters
  - h. Preserve for fingerprints: Do not touch or disturb
  - i. From a remote location have someone call 911; Notify your Supervisor, the Operations Center. DO not use phone near letter
  - j. Do not evacuate unless imminent situation
3. Suspicious Package
  - k. Recognize the signs of suspicious package
  - l. Do not touch or disturb
  - m. From a remote location have someone call 911. DO not use phone near package
  - n. Do not evacuate unless imminent situation
4. Email
  - o. Save message, do not delete item
  - p. Turn message over to Police Department and/or Fire/EMS Department
  - q. Call 911, EAC and building security if applicable
  - r. Provide details as to your location
  - s. Do not evacuate unless imminent

# Site Map and Assembly Area



Figure 1

Aerial Photograph of Site

## Map to Prince Georges Hospital Center

Directions: Start out going Southwest on WEBSTER ST toward 68TH PL. 0.06 miles **2:** Turn LEFT onto 68TH AVE. 0.05 miles **3:** Turn RIGHT onto MD-450 W/ ANNAPOLIS RD. 0.85 miles **4:** Turn SLIGHT RIGHT onto ramp. 0.19 miles **5:** Merge onto MD-295 S. 0.16 miles **6:** Take the MD-202 exit toward CHEVERLY. 0.17 miles **7:** Turn LEFT onto MD-202 E/ LANDOVER RD. 0.09 miles **8:** Take the BALT. / WASH. PKWY. ramp toward BALTIMORE/ BWI. 0.12 miles **9:** Keep LEFT at the fork in the ramp. 0.01 miles **10:** Turn LEFT onto HOSPITAL DR. 0.15 miles **11:** Turn RIGHT onto HOSPITAL DR. 0.41 miles

**Total Estimated Time:**  
7 minutes

**Total Distance:** 2.26 miles

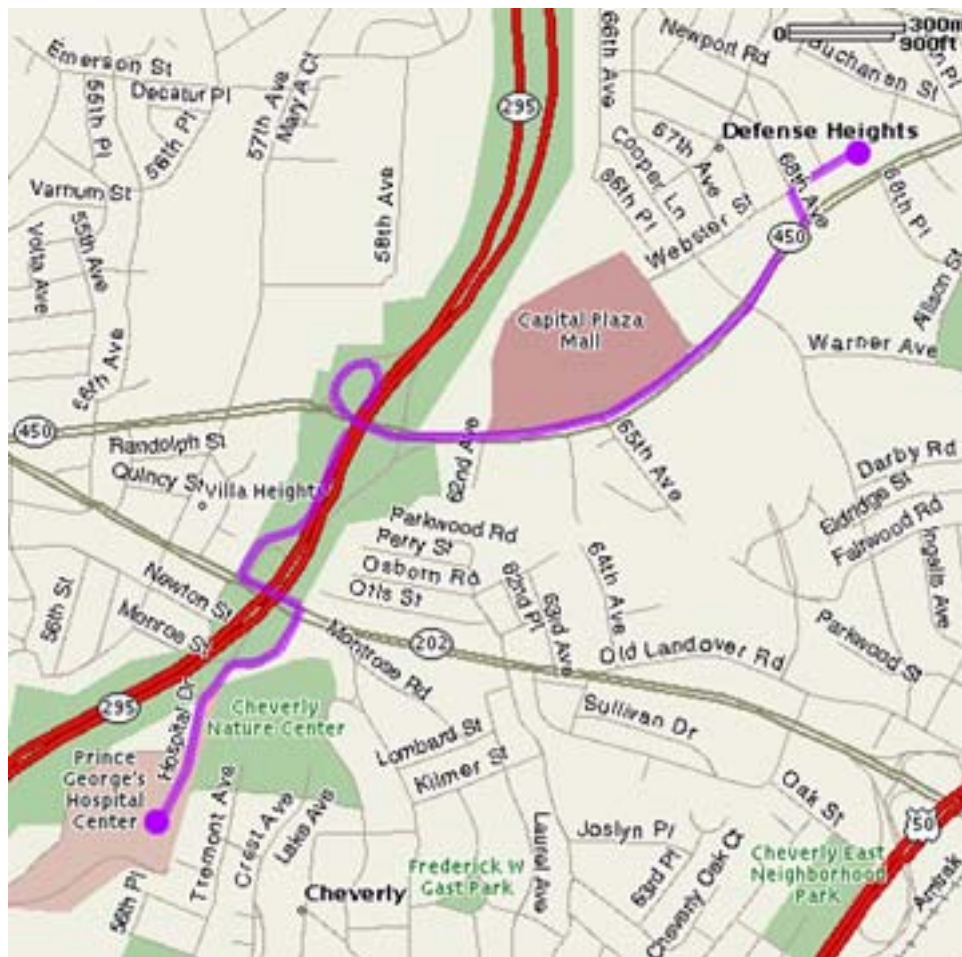
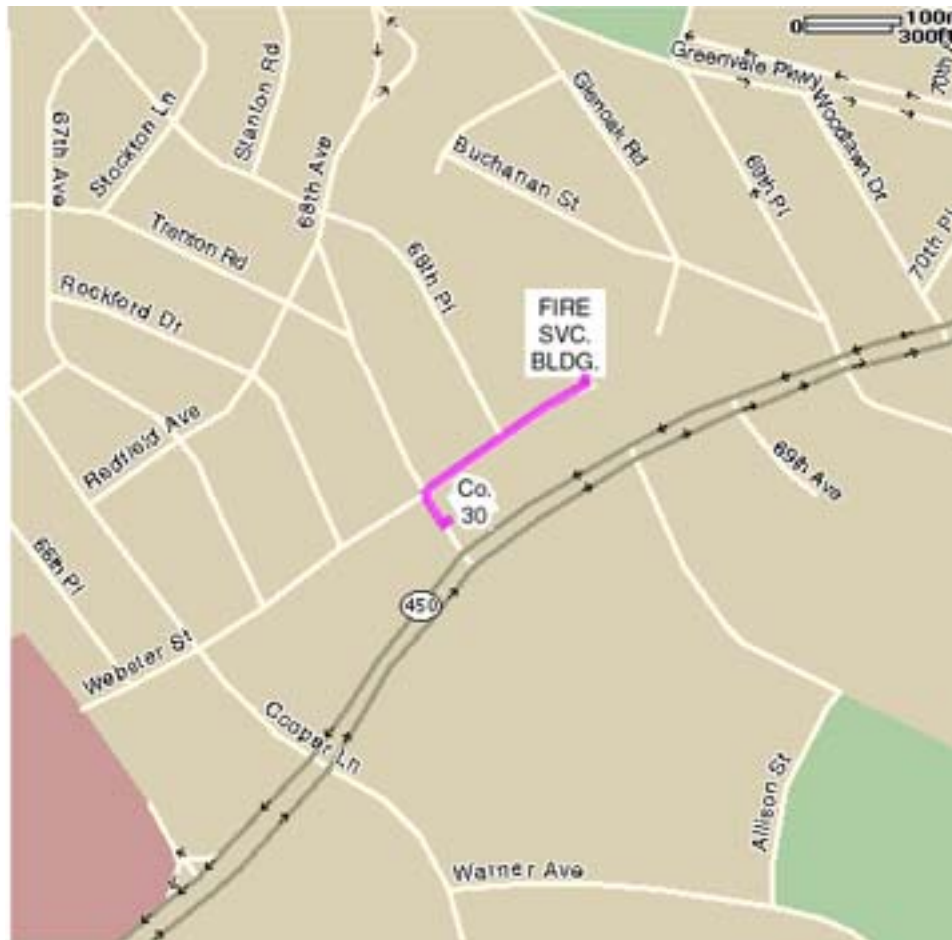


Figure 2

Map/Directions to PGHC.

## Map to \_\_Fire Station 30

**Directions:** Start out going Southwest on WEBSTER ST toward 68TH PL. 0.06 miles 2: Turn LEFT onto 68TH AVE. Station is on left.



**Figure 3**

**Map/Directions to Fire Company 30.**

# **Trained Medical Response Personnel**

## CPR Trained Personnel (Volunteers)

Name <b>Bureau of Emergency Medical Services</b>	Location/Department Room <b>Suite 105</b>	Phone Number <b>(301) 583-1860</b>
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## First Aid Trained Personnel (Volunteers)

Name: <b>Various</b>	Location/Department <b>Throughout Building</b>	Phone Number
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\* See Note

## Trained Emergency Medical Technicians (Volunteers)

**See note**

Name Varies	Location/Department	Phone Number
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**\* The Ranking EMS Officer in the FSB Building will assume Command of the EMS Sector**