

**EMERGENCY EVACUATION PLAN**  
**MARJORIE STONEMAN DOUGLAS BUILDING**  
**Effective: October 2008**

**Florida Department of Environmental Protection**

Department Name

**3900 Commonwealth Boulevard**

Street Address

**Tallahassee**                      **32399**

City

Zip Code

Prepared by:

**Lanette Radel**

Print Name

**Douglas Emergency Evacuation Coordinator**

Title

**850-245-2011**

Phone Number

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Signature

Date

## **EMERGENCY EVACUATION PLAN DOUGLAS BUILDING**

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**This document shall serve as the Emergency Evacuation Plan for the Douglas Building. The content satisfies the OSHA requirements for a written plan as specified in 29 CFR 1910.38. Every employer must have a plan. Employers with more than 20 employees must have written plans. Employers with fewer than 20 employees may have oral plans.**

**This plan includes:**

- location of the plan
- minimum plan requirements
- designation of evacuation procedures and exit routes
- procedures for critical facility operations
- accounting for employees
- rescue and medical duties
- emergency reporting
- alarm systems and notification of emergencies
- types of evacuation in emergency circumstances
- employee training
- sources for employees to obtain further information about the plan

Information on alarm systems can be found in 29 CFR 1910.165 and 1910.38(a)(ii). In the event of an emergency situation, personal safety is the responsibility of each employee. Floor wardens have been assigned to each floor/section to direct the orderly process of evacuation.

Every employee is required to comply with the directions of any floor warden during an emergency evacuation. Failure to do so jeopardizes not only individual safety, but also the safety of others. Floor wardens are directed to report to the Safety Program Administrator any violation of this policy.

### **PURPOSE**

The purpose of the plan is to eliminate or minimize hazards to employees in the event of a fire or other emergencies. This plan is for the safety and well being of the employees and visitors of:

The Douglas Building, 3900 Commonwealth Blvd.,  
Tallahassee, Florida 32399

It identifies necessary management and employee actions during fires, bomb threats, and other emergencies. Education and training are provided so that all employees know, understand, and comply with the Emergency Action Plan.

## **LOCATION OF PLAN**

A copy of the Emergency Action Plan is kept at the following locations:

- ~ Office of each Floor Warden.
- ~ Emergency Evacuation Coordinator
- ~ Building Supervisor
- ~ Office of Safety & Loss Control

The plan is also available on the Internet at <http://www.dep.state.fl.us/admin/Safety/index.htm> .

Upon request, an OSHA representative may obtain a copy of the plan from the Department of Environmental Protection, Office of Safety & Loss Control.

## **DEFINITIONS**

- **Douglas Building Emergency Evacuation Coordinator (EEC):**  
Responsible for coordinating and maintaining the Douglas Building Emergency Evacuation Plan and related training.
- **Chief Floor Wardens (CFW):**  
Selected floor warden leaders are responsible for identifying floor wardens and alternate floor wardens on his/her floor, coordinating emergency evacuation, and reporting to the Emergency Evacuation Coordinator when an emergency evacuation occurs. Each CFW has been issued a Two-Way radio, and in the event of an emergency or drill shall use the radio to communicate with the EEC. Channel 2 has been assigned for such use.
- **Floor Wardens and Alternate Floor Wardens:**  
Employees and alternates designated on each floor who are responsible for insuring that all individuals in their assigned area are safely evacuated from the building when necessary. They report to their Chief Floor Warden regarding the accountability of those individuals in his/her section.
- **Floor Warden's Reporting Station:**  
The designated areas are located in front of the Douglas Building facing Commonwealth Blvd. and in the rear of the building close to I-10, identified by a sign, which reads "Floor Wardens Reporting Station".

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## **FLOOR WARDEN & ALTERNATE PRIMARY DUTIES**

### **DOUGLAS BUILDING FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES**

#### **SIGNAL: A CONSTANT RINGING ALARM ACCOMPANIED BY FLASHING LIGHTS**

The signal is the same for a bomb threat and a fire alarm in the Douglas Building. When the alarm is sounded; collect personal belongings and leave the building. As you leave the area perform a cursory search looking for any suspicious or foreign objects or sounds. **Please note that the new alarm system is designated to evacuate the building in stages. Alarms will sound on the floor with the problem and the floors immediately above and below first. After a delay time of several minutes, alarms will sound two floors above and below and so on until all floors are sounding and evacuating. If an alarm is ringing on your floor, it may not be ringing one floor away. This should not affect your decision to evacuate – you must evacuate every time an alarm sounds.**

1. The floor warden's **primary responsibility** during an emergency evacuation is to assure that all personnel on the floor are safely evacuated to the designated areas quickly and quietly using stairways. **DO NOT USE THE ELEVATORS.**
  - A. Offices, restrooms, copy machine room(s), storage areas, and any other areas where employees may be working must be checked to insure they have been vacated.
  - B. Insure that personnel follow assigned evacuation routes. If a stairway is filled with smoke, guide personnel to another stairway.
  - C. Only use stairways for evacuation purposes.
  - D. Special evacuation procedures and precautions must be designed for each mobility-impaired employee and any mobility-impaired guest. When mobility-impaired employees are hired, the Bureau of Personnel will inform affected floor wardens and the building manager. Floor wardens must have an up-to-date list of mobility-impaired personnel (permanent or temporary). Mobility-impaired persons are responsible for assuring their names, along with their floor and room numbers, are on that list and that the Chief Floor Warden has been properly notified. Each mobility-impaired employee is assigned a "buddy" and an "alternate buddy" to assist the employee with evacuating the building. When an alarm sounds, the mobility-impaired employee and the assigned "buddy" or "alternate buddy" shall proceed to the elevator lobby. The "buddy" and/or the Chief Floor Warden will then provide the assistance necessary to ensure the individual(s) is safely removed from the building or will immediately report to the Emergency Evacuation Coordinator (at the back door of the Douglas Bldg., facing I-10) that a mobility-impaired person(s) is location within the building and his/her location. Do not allow mobility-impaired individuals to block the evacuation route.

- E. If the evacuation is due to a fire located on one floor and evacuation to the outside is not possible, assemble employees in a safe area or to an accommodating closed off room (with a door) away from fire and/or smoke. Every attempt should be made to seal, but not block the door. Use a cell phone to contact a 911 dispatcher, while at the same time, assigning someone to draw attention to the window without breaking the glass. When all else fails, break a window to signal the fire department or anybody on the ground.
  - F. As you evacuate inspect all offices and rooms to insure that all individuals have evacuated the building. As you do this inspection, be on the alert for any unusual or foreign items. Do not touch anything that may be suspicious, - simply note location and description.
2. After you have insured that employees from your assigned area have evacuated, report to your Chief Floor Warden (CFW) who will be stationed at the floor warden reporting station (front parking lot facing Commonwealth Blvd. and rear parking lot next to I-10). At that time:
- A. Inform your CFW if you have noted any suspicious items during your evacuation inspection.
  - B. Inform your CFW of any individual(s) who were unable to evacuate and the floor level where he/she is waiting. CFW will utilize a 2-way radio to communicate information to Building Manager or the DEP, Safety Office.
  - C. Keep access lanes clear for emergency equipment, instruct your staff to go to the floor warden's reporting station in the front parking lot facing Commonwealth Blvd or the rear parking lot next to I-10 of the Douglas Bldg. **DO NOT STAND IN THE PAVILION IN FRONT OF THE CARR BUILDING. DO NOT SIT IN YOUR CAR. DO NOT ATTEMPT TO LEAVE THE AREA IN YOUR CAR – ALL ACCESS ROADS MUST REMAIN CLEAR FOR EMERGENCY VEHICLES.**
  - E. Wait for the "all clear" from the DMS Building Manager or proper authority. Do not sit in cars, except as otherwise specified herein, or leave the vicinity while waiting for the "all clear".
  - F. In the case of inclement weather during an evacuation, personnel may sit in their automobiles.
  - G. After receiving clearance to re-enter the building, floor wardens must assemble in the front lobby for a debriefing session with the DMS Building Manager, and the Douglas Building Emergency Evacuation Coordinator.

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## **FLOOR WARDEN & ALTERNATE GENERAL RESPONSIBILITIES**

### **DOUGLAS BUILDING FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES**

1. Evacuate every time an alarm is sounded.
2. Know your responsibilities and duties.
3. Know your assigned area of the building.
4. Know your area's evacuation routes.
5. Train employees in your assigned area.
  - A. Advise staff of the basic practices of evacuation, including bomb threat management procedures.
  - B. Advise staff to take their personal belongings (keys, purse, etc.) as they exit. Discourage staff from taking time to collect work-related items. If it can be done in a timely manner prior to leaving the office, computer equipment, radios, etc., may be turned off. **DO NOT CARRY DRINKS DOWN THE STAIRS.**
  - C. Advise staff to be on the alert for any unusual or foreign item(s) but **do not touch anything that may be suspicious**. If the item(s) is noticed during an evacuation, advise employees to mentally note the location and notify their CFW stationed at the floor warden reporting station. If a suspicious item is noticed during a non-evacuation period, the item should be reported to the CFW, EEC and to the DMS Building Manager.
6. Point out the safety features of the Douglas Building to all employees, especially new employees. Examples:
  - A. Wide corridors, wide exits.
  - B. Lighted exit signs identifying escape routes.
  - C. Evacuation routes are posted on the walls noting: "you are here", location of fire extinguisher, alarms, and stairwells.
  - D. A smoke alarm system consisting of an audible alarm, strobe lights that identify exit routes, and smoke detectors in the return air vents.
7. Be aware of fire hazards:
  - A. Careless smoking habits.
  - B. Overloaded or faulty electrical devices.
  - C. Kitchen hazards (microwaves, coffeepots, toasters, etc.).
8. Treat visitors the same as employees during an evacuation.
9. Assist mobility-impaired people in your area when evacuating the building.
10. Make sure your assigned area is orderly and free of obstructions to evacuation routes; good housekeeping is the best guarantee for safe evacuation. It is recommended that floor wardens conduct monthly walk-through inspections to identify hazards. Report all hazards to your division's safety coordinator. Hazards include:
  - A. Improper storage or placement of any object in corridors.
  - B. Blocked exits.
  - C. Improperly maintained exit lights.
  - D. Inoperative emergency lighting.
  - E. Improperly maintained panic hardware (door lock mechanisms) on corridor doors.

11. Locate each manual alarm and fire extinguisher on your assigned floor. Manual alarms are located at each exit. A fire extinguisher is located in wall cabinets on each floor. The Building Manager will check dates on inspection cards monthly to make sure all extinguishers are current and safe.
  - A. Be aware of the classes of fire:
    - Class A = ordinary combustible
    - Class B = flammable liquid
    - Class C = energized electrical**Douglas Building extinguishers are appropriate for all three (3) classes.**
  - B. If you discover a fire on your floor prior to the alarm going off, pull the manual alarm on your floor. The alarm will be sounded on all floors of the Douglas Building as well as, the F Building. If you pull the manual alarm, immediately dial 911 to notify the Fire Department. Also notify your CFW, EEC, and the Building Manager.
  - C. If the fire is small enough to put out with the extinguisher, and if you have been trained to use an extinguisher, then you may put out the fire and immediately notify your CFW and the EEC. The building manager should also be notified for any needed follow-up. If you have any doubt as to your ability to put out the fire with an extinguisher, follow the steps outlined in B (above).
12. Always leave all stairwell doors closed. In fire related deaths, 75-80% of the people die from smoke inhalation.
13. Know the names and locations of personnel trained in the use of CPR and emergency first aid. All Wardens and Alternates will be required to take both CPR and emergency first aid training and should attempt to control the incident if it can be done safely. Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is likely.
14. If employees are in their offices at the time the alarm is sounded, encourage them to take purses, coats, etc., with them as they evacuate. Do not encourage employees who are out of their offices (at the copy machine, or in another office) to go back for their personal items.
15. Do not allow employees to take beverages or food with them as they evacuate; this can be hazardous if spilled.
16. During an evacuation, remain calm and be reassuring but firm with personnel who must evacuate.
  - A. Panic is a major concern. Exit by force, such as pushing or shoving, has resulted in more deaths and injuries from trampling during emergency evacuations, than the actual cause of the evacuation.
  - B. If any personnel refuse to evacuate, note their names and locations and report to the emergency rescue personnel (EEC, Fire Department, and Law Enforcement). After returning to the building, the names of all individuals who refused to evacuate should also be provided to the appropriate Division Director and to the Director of Administrative Services. Refusal to evacuate may result in instituting disciplinary proceedings in accordance with DEP Directive 435.1.

17. Required training for Floor Wardens and Alternates:
- A. Instruction in basic Floor Warden Duties from the Safety Office
  - B. Current CPR Certification
  - C. Instruction for proficiency in use of fire extinguishers
  - D. Basic First Aid Training

**DO NOT:**

Panic or yell "Fire!" or "Bomb!"

Use the elevator. Elevators act as chimneystacks.

Use stairway if it is full of smoke, find an alternate route.

Store anything in the stairways.

Carry any container with liquid (hot or cold) or any food item in the stairway; spills may result in injuries during the evacuation process.

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## **CHIEF FLOOR WARDEN GENERAL RESPONSIBILITIES**

### **DOUGLAS BUILDING FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES**

The duties and responsibilities of the Chief Floor Warden(s) are identical to those of any other floor warden or alternate with the following added responsibilities:

1. Chief Wardens will act as the main contacts for the Emergency Evacuation Coordinator (EEC).
2. Chief Wardens should be familiar with the entire layout of the floor on which they are located and have a general idea of all staff housed on same.
3. Chief Wardens will advise the Emergency Evacuation Coordinator any time a name or phone number of a Warden or Alternate on his/her respective floor changes.
4. Chief Wardens will disseminate information received from the Emergency Evacuation Coordinator.
5. Chief Wardens will work closely with the Emergency Evacuation Coordinator to ensure that wardens and alternates have sufficient training and will offer suggestions of needed training or support.
6. Chief Wardens will ensure that **all staff members** have a copy of the Douglas Building evacuation plan.

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## **SUPERVISOR'S GENERAL RESPONSIBILITIES**

### **DOUGLAS BUILDING FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES**

During every emergency or unexpected occurrence of a serious and urgent nature that demands immediate action, an organized effort will be made to protect personnel from further injury and to minimize property damage. Supervisors are responsible for their employees in the event of an evacuation of the Douglas Building. Each supervisor must know what to do during an emergency in his/her area and must be certain that his/her employees understand their roles. Emergencies include: Natural Disaster, Bomb Threats, Fire, Large-scale environmental damage, and other damage or threat to staff safety. Supervisors should:

1. Ensure that those under their supervision are familiar with the following:
  - A. Emergency Evacuation Plan for the building
  - B. Bomb Threat Procedures
  - C. Exit routes during an emergency
  - D. How to report an emergency
  - E. Render assistance to the Floor Wardens during an emergency
  - F. Know the location of and how to use all safety equipment in their section
  - G. Assist in keeping employees from reentering an evacuated area until notified by the Building Superintendent and EEC that the building is safe.
2. Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involving their workstations, the proper precautions to minimize fires and the procedures to follow in case of a fire. The State Fire Marshall and Building Superintendent will provide information with respect to fire as well as inspections.

**NOTE: SUPERVISORS MUST ASSURE THAT EMPLOYEES READ AND COMPLY WITH THE EMERGENCY EVACUATION PLAN.**

## **EMPLOYEE GENERAL RESPONSIBILITIES**

### **DOUGLAS BUILDING FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES**

**Employees involved in any emergency are expected to:**

1. Report the emergency immediately. State what happened, the specific location, and whether anyone was injured.
2. If there is a threat of further injury remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
3. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is likely.
4. Evacuate the building in ALL cases when the alarm is sounded.
5. Know basic evacuation practices, including your evacuation route.
6. Understand bomb threat procedures.
7. During an evacuation, meet at the Floor Warden Reporting Station.
8. Follow directions of EEC, Floor Wardens, and Law Enforcement.

**NOTE: EMPLOYEES ARE RESPONSIBLE FOR READING AND COMPLYING WITH THE EMERGENCY EVACUATION PLAN.**

## **Summary of Emergency Evacuation Procedures for the Douglas Building**

### **IF YOU RECEIVE A THREATENING CALL:**

- Listen to and note the exact wording of the threat
- Ask pertinent questions about the threat (i.e., when the bomb is to explode, where the bomb is located, what the bomb looks like, and what kind of bomb it is)
- Pay attention to all background noises (i.e., music, traffic, factory machinery, etc.)
- Pay attention to the tone of caller's voice (i.e., gender, calm, angry, loud/soft, slurred)
- **Hang up** when the conversation has been completed
- Immediately dial \*57 from the line on which the call was received and follow instructions
- Dial 9-911 or the F Building at 487-3651
- Immediately contact a Division Director or Supervisor
- Immediately report to the Douglas Building manager's office (Room 115) and provide details of the call

At that time, the emergency evacuation alarm will be activated

### **WHEN YOU HEAR AN ALARM SOUND:**

Evacuation of the building is **MANDATORY**

- Employees must follow the instructions of the floor wardens – every employee should know who his/her floor wardens are in advance
- Do **not** leave the area unless advised to do so
- Entrance and exit roads must be free of obstruction
- Employees must meet at the Floor Warden Reporting Station
- Floor Wardens will meet at a site designated by the Emergency Evacuation Coordinator or designee for the Douglas Building
- Emergency evacuation does not automatically end the work day
- Law Enforcement, Building Manager, or EEC will announce when the building will be reopened
- It is the employees' responsibility to confirm when the building will be reopened
- Employee (s) who is uncomfortable reentering the building after an emergency evacuation may take annual/comp leave with supervisor's approval
- Administrative leave will be authorized for Career Service, Selected Exempt Service, and Senior Management Service employees for any hours scheduled but unable to work due to building closure
- OPS employees can not be paid for hours missed due to building closure

**ATTACHMENT NO. 1**

**EMERGENCY TELEPHONE NUMBERS**

Police, Sheriff, Fire Department	911
F Building	487-3651
Douglas & Carr Building Manager	488-1107
	Blackberry 850-528-3421
DEP Safety Office, Donald Trussell	245-2312
	Blackberry 850-528-1110
DEP Bureau of Emergency Response	245-2010
DEP Hazardous Waste	245-8706
TMH (Hospital) Emergency Room	431-0911
CRMC (Hospital) Emergency Room	325-5093
Poison Control Information Center/Jacksonville	1-800-282-3171

**Contact the Tallahassee Police Department, Leon County Sheriff's Office for after hour's escorts from the building to your vehicle.**

**LOCATION OF FIRST AID KITS**

Building Manager's Office, Room 115 Douglas Bldg.  
Douglas Emergency Evacuation Coordinator, 10<sup>th</sup> Floor  
CPR Kit – Located in Room 1021 (in blue bag hanging on the fire extinguisher cover)  
AED-Annex, Bureau of Emergency Response (245-2010)

**ATTACHMENT NO. 2**

**BOMB THREAT or THREATENING CALL-  
Place This Information under All Douglas Building Telephones**

**WHILE YOU HAVE CALLER ON THE PHONE ATTEMPT TO DO THE FOLLOWING**

**ASK:**

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

**WRITE DOWN EXACT WORDING OF THE THREAT:**

**NOTE:**

Sex of caller:                Race:  
Age:                         Length of call:  
Number at which call is received:  
Time:                        Date:   /  /  

**CALLER'S VOICE (check the items that describe voice):**

Calm	Nasal
Angry	Stutter
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Deep breathing
Crying	Cracking voice
Normal	Disguised
Distinct	Accent
Slurred	Familiar

If voice is familiar, whom did it sound like?

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**LISTEN TO BACK GROUND SOUNDS (check any that you hear):**

Street Noises	Factory Machinery
Animal Noises	Dishes/Pans/Crockery
Voices	Clear
PA System	Static
Music	Local
House Noises	Long Distance
Motor	Booth
Office Machinery	Other

**DESCRIBE THREAT LANGUAGE:**

Well spoken (educated)	Incoherent
Taped	Arrogant
Foul	Message Read
Irrational	by threat maker

**AFTER YOU HAVE TAKEN THE CALL:**

**HANG UP PHONE AND IMMEDIATELY DIAL \*57 FROM THE SAME PHONE.  
FOLLOW INSTRUCTIONS ON THE RECORDING AND WRITE DOWN THE TRACE  
NUMBER.**

Trace Number:

**CALL 9 - 911 AND PROVIDE PERTINENT INFORMATION.**

**REPORT CALL IMMEDIATELY TO:**

**Your Division Director or Supervisor**

**The Douglas Building Manager @ 488-1107 or blackberry 850/528-3421**

**The Douglas Emergency Evacuation Coordinator @ 245-2011**

**Follow any additional instructions given by law enforcement officers or EEC.**

Date   /  /  

Name

Position

Your Phone Number

## **ATTACHMENT NO. 3**

### **Emergency Preparedness**

Office Emergency Preparedness Procedures in the event of a Hurricane:

1. Prepare backup disks for important material on personal computers.
2. Computer and electrical equipment should be covered and unplugged.
3. Staff should secure their work areas in order to protect equipment and files from water damage.
4. Blinds should be lowered and closed.
5. State vehicles and vessels should be serviced, full of fuel and secured. The vehicles should be parked away from trees.
6. Bureau Chief's should meet with supervisors to direct preparations.
7. If notice to evacuate the building is given, leave immediately.
8. Close office doors.

### **TROPICAL WEATHER TERMS**

~ Tropical Storm- An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph (34-63knots).

~ Tropical Depression- An organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 mph (33 knots) or less.

### **WATCHES**

~ Tropical Storm Watch- Issued when tropical storm conditions are a threat to a specific area within 36 hours.

~ Hurricane Watch- Issued for a specific coastal area for which a hurricane is a possible threat within 36 hours.

### **WARNINGS**

~ Tropical Storm Warning- Issued when tropical storm conditions are a threat to a specific area within 24 hours.

~ Hurricane Warning- Issued for a specific coastal area for which a hurricane is a possible threat within 24 hours.