OCCUPANT EMERGENCY ACTION PLAN (OEAP)

POCAHONTAS

BUILDING

900 EAST MAIN STREET

****EMERGENCY CONTACT INFORMATION****

CAPITOL POLICE.....804-786-4357 (HELP)

-MARCH 2021-

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OCCUPANT EMERGENCY ACTION PLAN (OEAP)

PURPOSE

The purpose of the ***OCCUPANT EMERGENCY ACTION PLAN*** (OEAP) is to provide guidance on actions to be taken by building occupants during emergency situations, severe weather scenarios and all related preparedness drills. The OEAP has been written from an all-hazards perspective and aligns with federal standards and guidance based on the *Department of Homeland Security; Federal Protective Services-Secure Facilities, Safe Occupants* document. Additionally, the OEAP incorporates certain Virginia code requirements, executive orders and best practices from various local, state and federal resources including the Division of Capitol Police (DCP) and the Virginia Statewide Fire Prevention Code (SFPC).

The Pocahontas Building located at 900 East Main Street, as of June 1, 2017, is a Legislatively controlled facility and as such determines its own facility rules, access control and security measures pursuant to a Memorandum of Understanding between the Legislative Support Commission of the General Assembly of Virginia and the Department of General Services. The Division of Capitol Police, a Legislative branch agency, has primary responsibility for the protection of the General Assembly, its members, and visiting members of the public. The Division of Capitol Police collaborates with the Department of General Services to support the OEAP and recommends its use in both Legislative and Judicial facilities.

SCOPE

The plan is designed to address emergency actions and evacuation/shelter in place procedures for building occupants. For the purpose of this document, the term "occupants" includes all state and federal agency personnel, private sector organizations, contractors, visitors and any other persons located inside the building at the time of an emergency situation or during a preparedness drill. The OEAP provides role clarity and assignment of responsibilities as well as an outline of procedures for occupants to follow when experiencing a wide range of hazards and threats.

The plan is reviewed and updated annually by the Crime Prevention / Emergency Planning Section within the Division of Capitol Police (DCP OEAP Program Manager) with input from the Department of General Services' (DGS) OEAP Program Manager, the DGS Bureau of Facilities Management (BFM) and the State Fire Marshal's Office (SFMO). The OEAP is written from an all-hazards perspective with planning standards based on state and federal guidance for the following events:

BUILDING FIRE TORNADO EARTHQUAKE BOMB THREAT ACTIVE SHOOTER CIVIL DISORDERS/RIOTS
DISPERSAL OF HAZARDOUS MATERIALS SEVERE WEATHER POWER OUTAGES
CODE ADAM ALERT/PROCEDURES

ORGANIZATION

OEAP PROGRAM ORGANIZATIONAL STRUCTURE

- **DEPARTMENT OF GENERAL SERVICES (DGS)**: The OEAP program is managed by the Virginia Department of General Services (DGS), the agency authorized by the Code of Virginia to serve as the landlord for all state-owned facilities located in and around the Capitol District.

- **DCP OEAP PROGRAM MANAGER:** Coordinates all aspects of the OEAP program for the Legislative Buildings including safety and preparedness related meetings, trainings, drills and facility-specific plans. OEAP training is provided to Building Emergency Evacuation Team (BEET) (*described below*) members and Emergency Management Coordinator (EMC's) (*also described below*) via in-person meetings as requested by each tenant agency/organization or as determined by the Legislative EMC's and DCP OEAP Program Manager. The DCP OEAP Program Manager consults with the DGS OEAP Program Manager in all aspects of the OEAP program to keep it up to date and consistent with other Executive and Judicial Branch facilities.

  Additionally, there will be at a minimum, two evacuation drills and two shelter-in-place drills that will be performed at each facility annually.

- **DGS BUILDING MANAGER:** Works closely with the DCP OEAP Program Manager and Building Floor Wardens to help address any safety and preparedness related issues within the facility. The DGS Building Manager also provides the operational capabilities during drills and emergencies with regards to systems in the building.

- **EMERGENCY MANAGEMENT COORDINATOR (EMC)**: *The EMC position is a requirement for all Executive Branch agencies as per Executive Order #41; DGS also requires an EMC for all other non-state agency tenant organizations within each DGS managed facility for the purposes of emergency planning continuity).* **The Division of Capitol Police recognizes the importance of this continuity and recommends that the Legislative Branch identify EMC positions as well.** The EMC serves as the primary tenant representative for the OEAP Program. The EMC will be the agency/organization's main point of contact for all OEAP-related issues. EMC's also provide a means of communication among all agencies/organizations within a given building with the goal of discussing plans, addressing needs and pursuing opportunities for improvement facility-wide. Other responsibilities of the EMC position are further outlined under the "EMC Duties" section on page 5.

- **BUILDING EMERGENCY EVACUATION TEAM (BEET)**: Consists of tenant agency/organization Floor Wardens including alternates, who assist in the evacuation of the building during a drill, emergency situation or significant event. The BEET may conduct after action meetings as determined by the Legislative EMC's and the DCP OEAP Program Manager following drills, emergency situations or significant events requiring an evacuation so that any issues that may have occurred can be properly addressed. All contact information for BEET members should remain up to date and be submitted as requested, to the DCP OEAP Program Manager by the tenant's EMC.

RESPONSIBILITIES

DCP OEAP PROGRAM MANAGER

- Maintain, coordinate and update all OEAPs for each Legislative facility in and around the Capitol District in which the OEAP is utilized.
- Distribute electronically, the most recent, updated building specific version of the OEAP to all agency/organization EMCs.
- Maintain current rosters of all BEET members (*consisting of Floor Wardens*) as updated by the individual agencies/organizations for all Legislative facilities in and around the Capitol District.
- Coordinate the scheduling of evacuation/shelter-in-place drills for all Legislative facilities in and around the Capitol District.
- Coordinate and manage the assignment of outdoor evacuation assembly areas for all Legislative facilities in and around the Capitol District.

DCP OEAP Program Manager Contact Information:

Title: DCP Emergency Planning Section
Email: crimeprevention@dcp.virginia.gov
Office: 804-786-4357 (HELP)

TENANT RESPONSIBILITIES

- Tenant agencies/organizations within Legislative facilities are responsible for assigning their respective ***EMC*** and ***Floor Wardens***.
- Agencies/organizations are also responsible for providing updated contact information for their Floor Wardens and alternates and information pertaining to any special needs personnel who may require additional assistance during evacuations, emergency situations or significant event.
- This information is to be updated and sent to the DCP OEAP Program Manager through the agency/organization's EMC whenever changes are made or as requested by the DCP OEAP Program Manager.

EMERGENCY MANAGEMENT COORDINATOR (EMC) DUTIES

- Each tenant agency/organization located in the building is responsible for designating one EMC.
- For the purposes of this document, EMCs are responsible for further disseminating their building's OEAP, as well as any updates or communications from the DCP OEAP Program Manager, to their respective agency/organization personnel.
- Tenant EMCs will serve as the overall liaison between their agency/organization and the DCP OEAP Program Manager and will assign, as well as maintain, agency/organization Floor Warden personnel rosters as well as special needs personnel rosters to be submitted or updated as requested by the DCP OEAP Program Manager. Generally, updated rosters will be submitted biennially.
- Tenant EMCs should have a Virginia State Capitol Alert Network (VSCAN) account in order to receive emergency notifications from the Division of Capitol Police. EMCs should also further disseminate such notifications when received. EMCs should encourage all agency/organization personnel to have a VSCAN account as well, since *VSCAN is the primary source for emergency notifications and information in Capitol District facilities in and around Capitol Square.*
- Tenant EMCs may be asked to attend after action meetings with the BEET, as determined and scheduled by the DCP OEAP Program Manager. Meetings may occur following a drill, emergency situation or significant event with the intent to discuss successes, areas of opportunity and possible corrective actions that should be taken to address any planning gaps.

- The EMC should also manage the Code Adam program for their respective agency/organization. Details regarding the Code Adam program can be found in the Code Adam section of the OEAP.

BUILDING WARDEN

Responsibilities

- The Building Wardens' position is split into two distinct roles as follows:

  1) **Administrative Duties**- the DCP OEAP Program Manager coordinates the administrative duties of the Building Warden position consisting of planning, scheduling of drills and working with the Building Wardens.

     Legislative Representative(s): Building Wardens' duties include:

     - ✓ Maintaining contact information for all personnel who serve on the BEET including, Floor Wardens and Zone Wardens in coordination with the tenant's EMC.
     - ✓ Maintaining a list of all special needs personnel who may need assistance during drills, emergency situations and significant events (*this should include non-ambulatory persons, persons with disabilities, persons with cardiovascular disease, etc.*) as determined and updated by the tenant's EMC.
     - ✓ Coordinates the scheduling of all evacuation and shelter-in-place drills.
     - ✓ Coordinating applicable training efforts, planning meetings and after action reports.

  2) **Operational Duties-** The Legislative representative(s) serve as Building Wardens with respect to the operational duties during drills and events. This role consists of physically managing the coordination efforts at the assembly area including communication with tenants.

     Legislative Representative(s): Building Wardens' operational duties include:

     - ✓ Monitoring of VSCAN messages and fire alarms in Capitol Square.
     - ✓ Staffing Bank Street entrance of the Capitol to direct tenants up the steps in the square during the evacuation process and assist members.

- ✓ Staffing the evacuation assembly area in order to take roll-call for all tenant agencies/organizations.

- ✓ Communications with DCP with respect to special needs individuals and other personnel requiring assistance in evacuating the building.

During Emergencies

- Upon notification/activation of the building alarm system, DCP Officer assigned to this building will position him or herself at a predetermined location just outside of the building, so that they are clearly identifiable to first responders, BEET members and evacuees.

- The Building Warden assigned to the evacuation assembly area will proceed directly to the designated assembly area for the building as noted on Appendix E of the OEAP upon notification of an evacuation as well as during drills.

- The DCP Officer assigned to this building will direct and assist all occupants in evacuating to the pre-determined evacuation assembly area as designated in the OEAP.

- Once all BEET members and occupants have arrived at the OEAP designated assembly area, the Building Warden staffing the evacuation assembly area will begin receiving roster reports from Floor Wardens or other personnel if the Floor Warden is not present, noting that each floor and its occupants have been safely evacuated and each occupant accounted for. Floor Wardens will also let the Building Warden know if there are still occupants who remain unaccounted for in the building as well any special needs personnel who require additional assistance.

- The Building Warden positioned at the assembly area will also verify with each tenant that visitors who are signed-in to the building are accounted for as well.

- The Building Warden staffing the evacuation assembly area will report information to the DCP Officer at the evacuation site who will then relay this information to the DCP Officer on-site at the evacuation site positioned alongside the first responders, fire department, and DGS representatives.

- While outside the building at the evacuation assembly area, occupants should not leave the assigned area before all building occupants have been fully accounted for by the Building Warden with assistance from the Floor and Zone Wardens and either the “all clear” signal has been given or a determination is made that the building is not able to be re-entered. The

Building Warden should maintain order at the assembly area and ensure that no one leaves or re-enters the building without being released to do so.

- Once all occupants have been accounted for (*Floor Wardens report all roster information regarding tenant personnel, contractors, special needs personnel and visitors*), the Building Wardens, as authorized by the fire department, Capitol Police or DGS representative shall give the all-clear notice to evacuees at the assembly area releasing them back into the building at that time.

Division of Capitol Police Response

Division of Capitol Police- The Division of Capitol Police also serve in a response capacity during building evacuations by assisting in the following operational areas:

- ✓ Ensure that Fire Alarm Activations are reported to the Capitol Police Communications Center.
- ✓ Assist tenants during the evacuation process while ensuring that the facility stays as secure as possible.
- ✓ Responding patrol units will assist with building evacuation and will assist the Fire Department personnel in locating both the control panel and the location of the alarm activation.
- ✓ Ensure timely notifications are provided to both the facility tenants and those onsite assisting with the evacuation.
- ✓ A DCP Officer will respond to the evacuation assembly area to assist with security at the assembly area and communication with the DCP Officers at the evacuation site.
- ✓ Patrol units will assist if available by responding to the evacuation location and check the site for potential hazards.
- ✓ K-9 units will respond if available and perform a sweep of the evacuation assembly location.

When the facility has been cleared for reentry Capitol Police will ensure that all personnel are properly screened and processed by checking appropriate credentials.

FLOOR WARDEN

Responsibilities

- Become familiar with all aspects of his or her assigned floor, such as special hazards, exit locations, locations of alarm pull stations, firefighting equipment and *working locations of all special needs personnel*.
- Maintain a roster of all personnel assigned to his or her floor including tenant personnel, contractors and special needs personnel (*including persons who have volunteered to assist with their evacuation*). It is also important to know where visitor's logs are kept so that visitors can be accounted for as well during an evacuation.
- Verify that Zone Warden roster sheets are being kept current and used during evacuations to account for all occupants on the floor being evacuated.
- Designate and train alternate Floor Warden(s) to assume responsibility in the absence of the primary Floor Warden.
- Provide their EMC with a list of Zone Wardens and alternates along with any other personnel who have been assigned additional duties. Floor Wardens should maintain records on all assignments and changes of assignments for his or her floor.
- Coordinate the assignment and deployment of additional Wardens on those floors with the greatest employee populations and concentrations if necessary.
- *Floor Wardens may assign elevator and stairwell wardens if he or she deems those positions to be necessary and applicable, but they are not required.*
- Submit the Floor Warden Emergency Evacuation Report to the DCP OEAP Program Manager *within two business days following an emergency evacuation or fire drill (See Appendix D).*

During Emergencies

- The Floor Warden has ABSOLUTE AUTHORITY over ALL occupants on that floor, even if the Floor Warden is a member of another tenant within the building.

- Upon notification/activation of the building alarm system, the Floor Warden will oversee the orderly evacuation of all offices and rooms on their respective floor.

- The Floor Warden, once at the assembly area, will receive reports from the Zone Wardens confirming that all occupants in their respective zones have been evacuated and should take note of any special needs occupants who are still present and may require additional assistance evacuating the building.

- The Floor Warden will report to the Building Warden located at the designated assembly area that his or her floor is clear or will advise the Building Warden of any unaccounted for personnel, special needs personnel or injured occupants who may require additional assistance in evacuating.

- While outside the building, occupants should not leave the assigned assembly area without permission from the Building Warden. Floor Wardens should assist in keeping personnel located at the assembly area until all occupants have been accounted for and the Building Warden has given the "all clear."

ZONE WARDEN

Responsibilities

- Assist the Floor Warden in coordinating the safe, efficient and timely evacuation of occupants located in their assigned zone on their respective floor. Each zone should consist of no more than fifteen ***(15)*** people in a given work space. If a work space exceeds this number, then an additional Zone Warden should be appointed.

- Become familiar with all aspects of his or her assigned zone such as special hazards, exit locations, locations of alarm pull stations, firefighting equipment and working locations of all designated special needs personnel.

- Maintain a roster (Appendix B) of all personnel assigned to his or her zone, identify and locate all special needs personnel and personnel volunteering to assist in their evacuation and maintain an up-to-date zone roster at all times. This list should be submitted to the Floor Warden whenever roster updates occur.

- Designate and train alternate Zone Wardens to assume responsibility in the absence of the primary Zone Warden.

During Emergencies

- Zone Warden has ABSOLUTE AUTHORITY over ALL occupants assigned to his or her zone, even if the Zone Warden is a member of another agency or organization.

- Upon notification/activation of the building alarm system, the Zone Warden will oversee the orderly evacuation of ALL offices and rooms within his or her zone. If there is no immediate danger, the Zone Warden will check all storage rooms, file rooms, restrooms, etc. to be certain that every room is empty.

- The Zone Warden will report to the Floor Warden that all occupants from their assigned zone have been evacuated by submitting the completed zone roster sheet and should confirm whether or not any special needs personnel or injured occupants were evacuated or still require assistance. Zone Wardens should also let Floor Wardens know if any personnel remain unaccounted for.

- When outside the building, occupants should not leave the assigned assembly area before all occupants have been accounted for and the “all clear” has been given by the Building Warden. Zone Wardens should assist Floor Wardens in maintaining control over occupants gathered at the assigned assembly area.

COMMITTEE ROOM(S) WARDEN

Responsibilities during General Assembly Sessions

- Become familiar with all aspects of the Committee Room area such as the bathrooms, exit locations, locations of alarm pull stations, and firefighting equipment.
- Assist in evacuating everyone in the Committee Room and those waiting outside the Committee Room during General Assembly Sessions. Also, search bathrooms and assist visitors, litigants and staff in evacuating.

ALL OCCUPANTS *(INCLUDING WARDENS)*

Responsibilities

- Occupants should have a copy of the most recent OEAP readily available and should review it as necessary.
- Be familiar with who their tenant's EMC, Floor and Zone Wardens are.
- Recognize & immediately respond to building alarm signals and participate in all drills whether evacuating or sheltering-in-place.
- Be familiar with at least two possible evacuation routes from the work area.
- Follow all procedural instructions as per the OEAP and know where the designated evacuation assembly area is located.

During Emergencies

- ***The **FIRST PERSON** evacuating a floor by way of either stairwell should remove the **yellow colored, numbered floor sign** from its fixed position within the stairwell and bring it with them to the assembly area.*
- Assist co-workers and visitors in evacuation or sheltering procedures.
- ***Upon arrival at the assembly area, occupants who have the yellow paddles signs in their hands should **HOLD THE PADDLE SIGN HIGH ABOVE THEIR HEAD** so that all occupants from that floor can assemble together in a group around the floor number sign. This is done so that the Floor Warden and Building Warden can more quickly and efficiently verify that everyone is accounted for and that the floor is completely cleared.*
- Check in with Floor/Zone Wardens in order to be accounted for on the Floor/Zone warden roster sheets during an evacuation.
- Make Floor Wardens aware of any special needs personnel who have remained in the building and require assistance in evacuating.
- Remain at the assembly area until the "all clear" signal has been given.
- *****Have I.D. badge clearly visible when re-entering the building as Capitol Police officers will be checking personnel to prevent unauthorized entrance by non-personnel.***

EMERGENCY SITUATIONS & SIGNIFICANT EVENTS

There are many potential emergency situations or significant events that could greatly impact a building and the safety of its occupants. The OEAP has been written with an all-hazards approach, addressing multiple types of events and including basic instructions on how to react to each one.

It is important for tenant personnel to be well versed in the following emergency actions so that the highest possible levels of safety and security for everyone can be achieved. Knowledgeable, well-trained personnel are essential to facilitating a "culture of preparedness" throughout the Capitol District. The more prepared each individual is, the better equipped they are to help themselves and others during an emergency.

The actual decision to evacuate the building or to shelter-in-place (*in non-fire alarm situations*) will be based on the best available information at the time. The decision to shelter-in-place will be disseminated via Virginia State Capitol Alert Network (VSCAN) message alerts sent by Capitol Police, which serves as the ultimate authority for emergency-related guidance. Evacuations will be declared via the normal fire alarm procedure. More information regarding the VSCAN system can be found below:

VIRGINIA STATE CAPITOL ALERT NETWORK (VSCAN)

VSCAN is owned/managed by the Division of Capitol Police (DCP) and is the ***PRIMARY source for all emergency notifications and information in the Capitol District***. VSCAN has the capability to send messages via email, text & voice (mobile, office and/or home phone number) as well as via the VSAN mobile device application.

***All building Tenants are encouraged to sign-up for a free VSCAN account by visiting the Division of Capitol Police website at the following link:*

www.dcp.virginia.gov

Once on the DCP website, simply click on the VSCAN logo:

Facility occupants are responsible for monitoring VSCAN for the latest updates and guidance. *Occupants receiving VSCAN messages should further communicate any message instructions or warnings to co-workers and other occupants as they are able and should continue to monitor VSCAN messages until the "all clear" notice is given or evacuation becomes necessary.*

BUILDING FIRE

Actions

- Immediately upon discovering a fire, building occupants should:

  1. Pull down the nearest fire alarm if the internal fire alarm system has not already been activated.
  2. Move to a safe location (i.e. outside or an enclosed stairway) and notify the Richmond Fire Department by dialing:.....911
  3. Notify the Division of Capitol Police by dialing:.....804-786-4357 (HELP)
  4. Evacuate the building via the nearest exit.

- When the Emergency Dispatcher answers the phone, provide the following:

  ✓ Your Name: _____

  ✓ Name of Building: **Pocahontas Building**

  ✓ Building Address: **(900 East Main St., Richmond, VA.23219)**

  ✓ Floor number: _____

  ✓ Phone number: _____

  ✓ Location, cause and specific object on fire if possible. _____
  _____
  _____

NOTE* VSCAN MESSAGING MAY BE UTILIZED AS AN ALTERNATE MEANS OF COMMUNICATION IN THE EVENT THAT THE BUILDING FIRE ALARM SYSTEM IS OFFLINE FOR REASONS SUCH AS MAINTENANCE OR OTHER WORK BEING DONE IN THE BUILDING.

TORNADO

During a Tornado

- In an office building, occupants should go directly to an enclosed area in the centermost part of the building, preferably an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.
- Occupants should attempt to put as many walls as possible between themselves and the outside of the building. Once there, occupants should crouch down and cover their head. Tornados are a *shelter-in-place event*.
- Interior stairwells with no windows are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
- Stay off the elevators; occupants could become trapped in them if the power is lost.
- Go to a pre-designated shelter area (*as designated by the tenant*) such as a safe room or the interior of the lowest building level.
- Getting under a sturdy table, using your arms to protect your head and neck is also a good idea.
- If possible, occupants should also cover their head and eyes with a blanket or jacket to protect against flying debris and broken glass.
- Occupants should always stay inside until the storm has completely passed, as multiple tornadoes can emerge from the same storm.
- Do not leave a building to attempt to "escape" a tornado.

The actual decision to evacuate the building or to shelter-in-place will be based on the best available information at the time. The decision to shelter-in-place will be disseminated via VSCAN message alerts sent by Capitol Police, which serves as the ultimate authority for emergency-related guidance. Evacuations will be declared via the normal fire alarm procedure. Facility occupants are responsible for monitoring VSCAN for the latest updates and guidance.

To sign-up for VSCAN alerts visit **www.dcp.virginia.gov.** Occupants receiving VSCAN messages should communicate any message instructions or warnings to co-workers and other occupants as they are able and should continue to monitor VSCAN messages until the “all clear” notice is given or evacuation becomes necessary.

EARTHQUAKE

During an Earthquake

- **Occupants indoors should stay there.** Earthquakes are a *shelter-in-place event*. Do not run outside or move to other rooms during an earthquake. In most earthquake scenarios, occupants can actually reduce their chances of injury from falling objects if they immediately: ***Drop, Cover, Hold On***

- **Occupants should quickly drop down onto their hands and knees** so as not to fall down due to the earthquake. Occupants are better protected from this position as they are protected from falling objects, yet still able to move around.

- **It is advisable that occupants hold on to whatever shelter** they find or their head and neck until the earthquake subsides. Occupants may need to move with their shelter if the earthquake causes it to move significantly.

- If there is no shelter nearby, get down near an interior wall or next to shorter furniture that won't fall on you, covering the head and neck with your hands and arms.

- **Do not stand in a doorway,** as it will not protect you from the most common source of injury, falling or flying objects, which are the cause of most earthquake-related injuries and deaths.

- Occupants should move away from glass and/or objects, such as bookcases, cabinets or other large furniture that could fall. Keep a look out for falling objects like light fixtures, pictures/frames, tall book shelves and cabinets with doors that could swing open and cause injury.

- If possible, try to grab something that can shield the head and face area from flying debris or broken glass.

The actual decision to evacuate the building or to shelter-in-place will be based on the best available information at the time. The decision to shelter-in-place will be disseminated via VSCAN message alerts sent by Capitol Police, which serves as the ultimate authority for emergency-related guidance. Evacuations will be declared via the normal fire alarm procedure. Facility occupants are responsible for monitoring VSCAN for the latest updates and guidance.

To sign-up for VSCAN alerts visit **www.dcp.virginia.gov.** Occupants receiving VSCAN messages should communicate any message instructions or warnings to co-workers and other occupants as they are able and should continue to monitor VSCAN messages until the "all clear" notice is given or evacuation becomes necessary.

BOMB THREAT

In the event of a bomb threat executed over the phone, the person taking the call should use the "*Bomb Threat Checklist & Telephone Procedures*" (*Appendix A*) document as supplied by the Division of Capitol Police.

BEST PRACTICE: **Tenant Personnel are advised to print out a copy of Appendix A and keep it under their respective office telephone at all times.*

1. Write down the information word for word (to the greatest extent possible) on the Bomb Threat Checklist.
2. If you don't understand what the caller means, then ask for clarification.
3. If you have caller I.D. on your telephone, write down the caller's phone number.
4. Ask the caller to give you details (location of bomb, detonation time, etc.)
5. Note anything that might be significant about the caller's voice (male/female, accent, etc.)
6. Ask the caller their name, location, and telephone number (oddly enough, there have been cases where the correct name and address have been given.)
7. Have someone notify Capitol Police IMMEDIATELY at 804-786-4357 (HELP).
8. The person receiving the call should not broadcast the matter in a way that could cause unnecessary panic.
9. Report the call to your supervisor.
10. Do not use the telephone after receiving the call until you have been authorized to do so by the Capitol Police.
11. If it has been determined that an evacuation of the floor/building is ordered, each occupant will evacuate the building as per the OEAP procedures. NO ELEVATORS SHOULD BE USED BY TENANTS FOR EVACUATION PURPOSES.
12. Before leaving the office area each person should conduct a quick search of his/her area for strange or unusual packages, and if suspected, report it to the Zone Warden. DO NOT ATTEMPT TO TOUCH OR DISTURB IT IN ANY WAY. Close doors as leaving.
13. All occupants should leave the building as directed, and unless otherwise instructed, go to the OEAP-designated assembly area until given the "all clear."

ACTIVE SHOOTER

An active shooter situation can be an extremely traumatizing event. Active shooter situations usually involve one or more individuals who have entered the building or facility armed with a weapon, typically a firearm, and intending to injure, harm or kill occupants. During a highly stressful event like this, it is important to think clearly and take basic, appropriate steps to maximize the safety of yourself and the others around you in the face of danger. Victims are often chosen at random and the whole event can happen very quickly, with little time to respond to the situation. Some helpful tips to consider regarding how you should respond to this type of situation include:

IF AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

   - ✓ Personnel should have an escape route as well as a general plan they know well that can be executed without having to think about it.
   - ✓ Always leave behind personal belongings.
   - ✓ Keep hands visible when evacuating, this is important so that law enforcement or first responders can identify you as *not being the shooter.*

2. HIDE OUT/SHELTER-IN-PLACE

   - ✓ If you cannot evacuate, try to hide in an area outside the shooter's line of sight.
   - ✓ If possible, block off any entry way to where you are and lock the doors, moving to the innermost part of the room away from doors and windows.
   - ✓ Make sure that your cell phone or any other device is silenced so as not to give away your position.

3. TAKE ACTION

   - ✓ Confrontation should be limited to the point when *you absolutely cannot avoid the shooter and only when your life is in immediate danger*.
   - ✓ Do your best to incapacitate the shooter, remembering that your life may depend on your ability to protect yourself in that moment.
   - ✓ Act with physical aggression towards the shooter using any objects near you as potential weapons that can be thrown, swung or used to strike the shooter in an effort to disarm the person.

RESPONDING WHEN LAW ENFORCEMENT ARRIVES

- ✓ Do your best to remain calm and follow their instructions.
- ✓ Put down any items you may have in your hands; you don't want anything mistaken for a weapon.
- ✓ Raise your hands over your head, with fingers spread, so that law enforcement can easily identify you as a victim and not the shooter.
- ✓ Keep your hands visible at all times.
- ✓ Avoid using any sudden or quick movements towards the officers such as holding on to them for your personal safety.
- ✓ Do not point, scream or shout anything.
- ✓ Avoid stopping to ask for help from officers when evacuating.

DISPERSAL OF HAZARDOUS MATERIALS

Hazardous Materials can oftentimes present one of the most immediate threats to the safety and well-being of building occupants. From white powder incidents to air-born toxins, dispersal of hazardous materials is a viable option for terrorist related attacks.

Hazardous materials can also include accidents as well that may have no nexus to terrorism. In all cases, it is vitally important that occupants take quick and immediate action. In almost every case relating to hazardous materials, occupants should evacuate from the immediate area quickly and contact the appropriate responders as listed below. *Occupants should not attempt to dispose of the hazardous materials themselves.*

IMMEDIATE ACTIONS

- Evacuate the contaminated area or get to a safer distance away from the hazardous material if evacuation is not possible.
- Close doors/attempt to contain the dispersal to as small an area as possible without handling the hazardous materials or getting to close to it.
- Verbally alert all other occupants in the vicinity.
- Call the Division of Capitol Police (DCP) at 9-786-4357 (HELP)
- When it is safe to do so, ensure that the appropriate staff from each Clerk's Office has been notified.

SUSPICIOUS PACKAGES

If a suspicious package of any type is observed within the building, the following emergency actions should be taken:

- **DO NOT HANDLE THE PACKAGE**; doing so may cause detonation of the possible device.
- Evacuate the entire floor where the package is located.
- **DO NOT PULL THE FIRE ALARM**, a full evacuation may not be necessary and occupants above the floor in question may be better off staying where they are. The Fire Marshall, Capitol Police or Building Warden will decide if a full evacuation is necessary.
- Contact the Division of Capitol Police by dialing 804-786-4357 (HELP).
- When it is safe to do so, ensure that the appropriate staff from each Clerk's Office has been notified.

CIVIL DISORDERS/RIOTS

Civil Disorders, as defined by U.S. Code, means "any public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual." Riots, as defined by the Code of Virginia, means "any unlawful use, by three or more persons acting together, of force or violence which seriously jeopardizes the public safety, peace or order."

Given the close proximity of DGS facilities to Capitol Square, both civil disorders and/or riots are a possibility. While most gatherings or protests are peaceful and respectful, it is important to be mindful and aware of those that are not and may pose a threat to the safety of building occupants. Below is guidance provided by the Division of Capitol Police (DCP) regarding what to do should such an event take place:

1. IMMEDIATE ACTIONS

   - Contact DCP at 804-786-4357 (HELP) if it appears that a situation is imminent.
   - Notify the next level of authority in the tenant's chain-of-command.

2. IMMEDIATE ASSESSMENT

   - Is the situation likely to cause a disturbance or disruption at the facility?
   - Is the threat potential, probable, imminent or in progress?
   - Size of assembly- does it meet the aforementioned criteria?
   - Is there a level of force or violence?
   - Physical location of the crowd relative to an evacuation route, if needed.

3. PREVENTATIVE MEASURES TO REDUCE THE THREAT

   - Secure the building.
   - Assess the impact and plan for temporarily losing or curtailing some public services. Essential services should be maintained.
   - Consider the safety and security of vital records when possible.

SEVERE WEATHER

Severe weather is one of the most common threats that can impact the Capitol District. Richmond has seen high winds from hurricanes, flooding from torrential rain fall and heavy snow in recent years, all of which, can significantly impact buildings, walk ways and traffic patterns in the Capitol District and downtown Richmond.
The Legislative Branch may decide to close state office buildings early if severe weather impacts the Capitol District or downtown Richmond during business hours. If severe weather events occur before/after hours, Legislative employees may be advised to stay home and state offices would not open. The Department of Human Resources would have any building closings listed on their website for Executive Branch agencies as linked below.

For updates on weather conditions and information regarding the threat of a hurricane, visit the following links:

- National Weather Service @ www.weather.gov/
- National Hurricane Center @ http://www.nhc.noaa.gov/
- Virginia Department of Emergency Management @ http://www.vaemergency.gov/
- Federal Emergency Management Agency @ www.ready.gov

For information regarding emergency closings of executive branch facilities visit:

- Department of Human Resources @ http://www.dhrm.virginia.gov

POWER OUTAGES

In the event of a utility outage such as electricity, natural gas, or domestic water, DGS/BFM officials will immediately assess the situation and make a determination on evacuation based upon the type of outage, availability of backup systems, and anticipated duration of the outage. If an evacuation is recommended, it will be communicated as expeditiously as possible by the available means for a particular facility including use of VSCAN.

DGS will make every effort to advise tenant representatives on the estimated duration of the outage so that agency heads and/or supervisors can determine whether to send their employees home immediately or remain in the area for an expected return to work. In addition to the estimated outage duration, other factors for consideration in those tenant decisions should include weather conditions, time of day, and how widespread the outage is.

CODE ADAM ALERT/PROCEDURES

CODE ADAM ALERT FOR PUBLIC BUILDINGS

In accordance with the Code of Virginia, Section 2.2-1161.1, Code Adam alerts in public buildings, the Code requires state agencies occupying state owned and leased buildings to initiate and maintain the following procedures for the prevention of child abduction and for the location of lost children in facilities serving the Commonwealth of Virginia.

A Code Adam Alert is a protocol that activates a team of agency personnel to monitor building exits, search building spaces, and notify Capitol Police when attempting to locate a missing child or identifying and delaying a potential child abduction suspect.

- Agencies located within Legislative facilities in and around the Capitol District should utilize their fire evacuation teams to initiate and conduct Code Adam alerts.
- Legislative EMCs will designate door and site monitors at each building using on-site Capitol Police staff and other designated Legislative staff.
- Agencies should use the following Plan for Initiating a Code Adam Alert:

PLAN FOR INITIATING A CODE ADAM ALERT

When a child is reported missing in a building, the following steps should be taken immediately by the person receiving the report and persons informed of the incident to assist in locating the child:

Step 1: Get a detailed description of the missing child.

- ✓ Name
- ✓ Age and sex
- ✓ Height and weight
- ✓ Distinguishing features, if any
- ✓ Clothing color and type
- ✓ Shoe color and style (shoes usually are not changed by an abductor)

Step 2. Notify security and designated persons of the CODE ADAM ALERT and monitor all building entrances, exits, stairs, lobbies and adjacent parking areas.

- ✓ Give description of child to persons assigned to monitor all exterior doorways and adjacent parking areas.
- ✓ Escort the parent or guardian to the main building entrance to assist in identifying the child.

- ✓ Monitors should use cell phones or two-way radios to report observations to the Emergency Coordination Officer and/or manager in charge of the incident.
- ✓ Ask visitors and employees with children near doorways to remain in the building until the incident is concluded.
- ✓ Monitors are to remain at assigned doorways until the incident is concluded.

Step 3. Inform designated persons to search the building.

- ✓ Give description of child to Floor and Zone wardens assigned to search the building.
- ✓ Search restrooms, stairs, closets, meeting rooms, elevators, halls, exit foyers, and office areas as quickly as possible.
- ✓ Search parking and grounds areas immediately adjacent to the building.
- ✓ Search results are to be reported to the Building Warden/security and the Capitol Police.

Step 4. Notify the Capitol Police immediately of the reported missing child.

- ✓ Call the Capitol Police as soon as abduction or missing child is suspected.
- ✓ Inform the Capitol Police of the building location and child's description.
- ✓ The Building Manager, Building Warden or EMC should meet the Capitol Police when they arrive and inform police of the status of the search.
- ✓ Thereafter, all involved should follow police instructions.

Step 5. If the child is found unharmed, reunite the child with the parent or guardian.

- ✓ Cancel Code Adam Alert after reuniting child and parent or guardian.
- ✓ Inform door monitors and other persons involved in the search that the alert is cancelled.

Step 6. If the child is found with a person other than the parent or guardian, use reasonable efforts to delay the person from leaving the building until the Capitol Police or security are present.

- ✓ Ask the child to state their name. Do not delay the person if the child's name is different, but ask them to remain in the building until the incident has concluded.
- ✓ Ask the person with the child to state their name if the child's name is the name of the reported missing child. If the name is the same, ask them to remain in the building.
- ✓ Use reasonable efforts to delay a person believed to be with the child who is not their parent or guardian. Do not attempt to forcibly detain the suspect. Request help from fellow employees to notify security and the Capitol Police.
- ✓ Report description of the suspect and child to the Capitol Police, security, and manager in charge of the incident and/or Building Manager.
    - Sex and age
    - Distinguishing features
    - Height and weight
    - Clothing color and type
    - Shoe color and style

Step 7. Conclude the incident with an announcement.

- ✓ Cancel Code Adam Alert following Capitol Police instructions or after reuniting child and parent or guardian.
- ✓ Inform door monitors and persons involved in the search that the alert has been cancelled.

Step 8. Report incident and results.

- ✓ The Emergency Management Coordinator (EMC) for the tenant shall prepare a written report of the incident involving a lost or missing child.
- ✓ Provide the report to the Capitol Police, Richmond Police Department or DGS OEAP Program Manager.

TRAINING & DRILLS

The DCP OEAP Program Manager provides in person training on the roles and responsibilities for all BEET members and EMC's as requested by a tenant or as determined to be necessary by the DCP OEAP Program Manager. This training can assist in clarifying procedures listed in the OEAP as well as reinforce the concept of fostering a "culture of preparedness" among building occupants.

There will be two evacuation drills and two shelter-in-place drills conducted annually for each facility. The DCP OEAP Program Manager will coordinate the scheduling of these drills in consultation with the DGS Bureau of Facilities Management, as the DGS Building Managers are a key component of the drills.

The evacuation drills will be held for all Legislative facilities during one week in the spring and one week in the fall. EMC's will be notified in advance as to when these "Evacuation Drill Weeks" will be held, but exact dates and times will not be disclosed unless otherwise requested so that the integrity of the drills remains intact. EMCs should work with their agency/organization's leadership to determine who within the agency/organization the drill date/time should be further disseminated to (i.e. leadership, floor/zone wardens, special personnel, etc.).

The two shelter-in-place drills will be scheduled to coincide with the annual statewide tornado drill and the nationwide earthquake drill.

DRILL PREPARATIONS

As noted above, drills will be scheduled in advance as per the DCP OEAP Program Manager's master drill schedule for each Legislative building/facility annually. The DCP OEAP Program Manager will reach out to the EMCs as well as the DGS Building Managers and the DGS OEAP Manager to coordinate all drills logistics in advance of the scheduled date/time.

COVID-19/PANDEMIC PRECAUSTIONS

During a pandemic, additional precautions may be adopted and put in place in order to keep occupants as safe as possible. In response to COVID-19, Division of General Services (DGS) initiated the following precautions to be implemented during fire drills:

- Physical distancing maintained at assembly areas.
- Building Wardens supply extra masks & hand sanitizer at assembly areas.
- Occupants released back to the building one floor at a time after the "all clear."
- DGS cleaning crews sanitize high touch areas in the building following the drill.

**Additionally, tenants should discuss internally how best to account for all personnel while operating in a mass teleworking environment such as during a pandemic.*

Additionally, the DCP OEAP Program Manager will again notify the following personnel and all special needs employees one day prior to the drill as a reminder:

- DGS OMEGA in the James Monroe Building 9-225-2590
- Service Desk, Bureau of Facilities Management 9-786-3578
- The Division of Capitol Police 9-786-4357 (HELP)

DRILL PROCEDURE

1. The DCP OEAP Program Manager, Building Wardens and BFM Building Manager will meet in the lobby of the building prior to activating the fire alarm.

2. Once in place, the BFM Building Manager will activate the fire alarm at which point, Floor/Zone Wardens should begin executing the building's OEAP. **Appointed volunteers should begin to assist special needs personnel in assuming their pre-determined positions.*

3. Occupants should vacate their respective floor via the nearest stairwell and follow their exit plan. **The **FIRST PERSON** leaving the floor via the stairwell should take the numbered paddle sign and bring it with them to the assembly area. Once there, they should **HOLD IT HIGH ABOVE THEIR HEAD** so that all occupants from that floor can assemble in a small group around the floor number sign so that the Floor Warden and Building Warden can verify that everyone is accounted for and that the floor is completely cleared.*

4. Zone Wardens will note that each person has evacuated their respective zone and floor on the Zone Warden roster sheets found in Appendix B.

5. Non-employees, such as contractors, visitor and all other occupants located in the building, should proceed to evacuate as instructed by a BEET member.

6. All occupants will assemble at the building's OEAP-determined assembly area where Floor/Zone Wardens will verify via their roster sheets that everyone is accounted for.

7. Floor Wardens will then report that everyone is accounted for to the Building Warden who will relay this information to the Building Warden located at the entrance to the building including any special needs personnel remaining in the building. Once all occupants have been accounted for the DGS Building Manager will silence the alarm and the Building Warden will give the "all clear" for occupants to return to the building.

8. After the fire drill has concluded, the DCP OEAP Program Manager and Building Wardens will meet to discuss whether all systems and plans functioned properly and to determine the overall effectiveness of the drill.

9. An after action meeting may be scheduled within two weeks of a drill, emergency situation or significant event which causes a building evacuation as determined by the DGS OEAP Program Manager. Should an after action meeting be called, BEET and possibly EMC representatives may be invited to attend.

MEANS OF IDENTIFICATION

Ball caps of different colors and/or vests will be used to identify the Building, Floor and Zone Wardens. These visual aids help make it easier for the building occupants to recognize who they should follow and report to during a drill, emergency situation or significant event.

Building Wardens:.....Red "Building Warden" cap
Floor Wardens:.....White "Floor Warden" cap
Zone Wardens:.....Blue "Zone Warden" cap

EVACUATION

Personnel shall comply with the following procedures during an evacuation.

1. Proceed to the nearest safe stairwell exit. Go down the steps using the right side of the stairs so as not to interfere with any emergency personnel who may be coming up the stairs responding to the emergency.

2. **The **FIRST PERSON** leaving the floor via the stairwell should take the numbered paddle sign and bring it with them to the assembly area. Once there, they should **HOLD IT HIGH ABOVE THEIR HEAD** so that all occupants from that floor can assemble in a small group around the floor number sign. This is done so that the Floor Warden and Building Warden can more quickly and efficiently verify that everyone is accounted for and that the floor is completely cleared.*

3. Remain calm and alert, no running, pushing, or passing in the stairways.

4. Take only small essential personal items, i.e. purses, wallets, keys, and essential medication (*all of which should be part of agency personnel Go-kits*) when evacuating. Personnel not located in their immediate office area – SHOULD NOT return to their office to retrieve these items. Safely exiting the building in the same manner as others who are in the immediate area is the top priority.

5. Proceed to the building's designated assembly area as noted in Appendix E for roll call.

6. Listen to the Building Warden to either give the "all-clear" signal to return back into the building or further instructions on what to do if the facility is deemed uninhabitable due to the event. Tenant agencies/organizations may send employees home or to an alternate work site as designated in their agency Continuity Plan. This decision is determined by each tenant's leadership.

SHELTER-IN-PLACE

Emergency situations or significant events do not always trigger an evacuation. There are times when the safest option for occupants is to shelter-in-place. Events such as tornadoes, earthquakes, severe weather, external hazardous materials spills, Weapons of Mass Destruction (WMD) (*for instance; chemical, biological or radiological agents*) detonation, or even large scale civil disorders may necessitate building occupants seeking safety through the shelter-in-place option.

It is important that building occupants are aware of what locations within the building best serve the purposes for possible shelter-in-place scenarios. The most optimal spaces to shelter-in-place would be those rooms that are on the interior of the building, above the ground floor, with the fewest possible windows or vents. These spaces should be able to accommodate multiple occupants while also providing enough space for each occupant to sit down. Some examples of spaces would be large storage closets, utility rooms, pantries/kitchens, copy rooms and conference rooms with no windows.

It is a good idea to choose a space that includes a hard-wired, landline phone so that emergency calls can be made as necessary. Shelter-in-place spaces are meant to be used for short-term events possibly lasting several hours, not multiple days.

TIPS FOR SHELTERING-IN-PLACE

- Close all windows, exterior doors, and any other openings to the outside.
- If there is danger of explosion, close the window shades, blinds, or curtains.
- If necessary or applicable, have designated personnel who will turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air; these systems, in particular, need to be turned off, sealed, or disabled.
- Write down the names of everyone in the room, and contact the respective Floor Warden to report who is in the room and their affiliation (employee or visitor).
- The actual decision to evacuate the building or to shelter-in-place will be based on the best available information at the time. The decision to shelter-in-place will be disseminated via VSCAN message alerts sent by Capitol Police, which serves as the ultimate authority for emergency-related guidance. Evacuations will be declared via the normal fire alarm procedure. Facility occupants are responsible for monitoring VSCAN for the latest updates and guidance.

- To sign-up for VSCAN alerts visit **www.dcp.virginia.gov.** Occupants receiving VSCAN messages should communicate any message instructions or warnings to co-workers and other occupants as they are able and should continue to monitor VSCAN messages until the "all clear" notice is given or evacuation becomes necessary.

- Monitor any radio or television that may be in the space as well as VSCAN messages until the "all clear" notice is given or evacuation becomes necessary.

SPECIAL NEEDS PERSONNEL & INJURED OCCUPANTS

In order to avoid confusion and congestion in the stairwells, it is suggested that all special needs personnel and injured occupants should assemble at the entrance to the nearest stairwell until all stairwell traffic from the floors above has cleared that point. From there, they should proceed on into the stairwell landing area where first responders can assist them in evacuating.

Floor Wardens shall record the names of those individuals waiting in the stairwell for first responder assistance and submit the list to the Building Warden. The list should include the names, floor numbers and stairwell numbers in which the individuals are assembled in order to be quickly and efficiently evacuated by trained professionals.

The Building Warden will notify the Richmond Fire Department and Capitol Police personnel immediately of any special needs personnel or injured occupants still waiting to be evacuated from stairwells.

ALL-CLEAR SIGNALS

Following an evacuation and upon direct notification from the Fire Department Senior Officer, DGS representative or Capitol Police, the Building Warden will issue the "All Clear" signal announcement to the group at the assembly area.

***NO ONE SHOULD RE-ENTER THE BUILDING UNTIL THE ALL-CLEAR SIGNAL HAS BEEN GIVEN BY THE BUILDING WARDEN.**

After the "All Clear" signal has been given by the Building Warden (*as authorized by the Fire Department Senior Officer, DGS Representative or Capitol Police*), all personnel and occupants may return to the building.

Similarly, for shelter-in-place scenarios, occupants should monitor the VSCAN system for any updates or "All-Clear" notices pertaining to weather related events.

GO-KITS

Building tenants are encouraged to create and utilize Go-kits. Go-kits should include important documents including standard operating procedures, emergency plans, directions to alternate relocation facilities and contact lists as well as physical items and materials such as those listed below:

- ✓ Water
- ✓ Battery-powered radio/NOAA Weather Radio including extra batteries
- ✓ Flashlight and extra batteries
- ✓ First Aid kit
- ✓ Whistle to signal for help
- ✓ Dust mask or cotton t-shirt, to help filter the air
- ✓ Plastic sheeting and duct tape to shelter-in-place

*Make sure to bring keys, wallets and personal identification if possible since the building may not be suitable for re-entry depending on the nature of the event.

APPENDIX A

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURES

Instructions: Be calm, be courteous, listen, do not interrupt the caller, notify supervisor by prearranged signal while caller is on the line, notify Capitol Police.

Name of operator _____Time _____Date_____

Caller's Identity
Male_____ Female_____ Adult_____ Juvenile _____Approximate Age_____

Name_____Location/Address_____

Origin of Call
Local_____ Long Distance_____ Internal _____ Phone Number_____

Bomb Info
Location_____Type_____Location_____

Voice Characteristics

_____Loud _____Soft
_____High Pitch _____Deep
_____Raspy _____Pleasant
_____Intoxicated _____Other

Speech

_____Fast _____Slow
_____Distinct _____Distorted
_____Stutter _____Nasal
_____Slurred _____Lisp

Language

_____Excellent _____Good
_____Fair _____Poor

Accent

_____Local _____Not Local
_____Foreign _____Regional

Manner

_____Calm _____Angry
_____Rational _____Irrational
_____Coherent _____Incoherent
_____Deliberate _____Emotional
_____Righteous _____Laughing

Background Noises

_____Factory Machines _____Trains
_____Bedlam _____Animals
_____Music _____Quiet
_____Office Machines _____Voices
_____Mixed _____Airplanes
_____Street Traffic _____Party

Message Received from Caller

_____
_____
_____
_____
_____

APPENDIX B

ZONE WARDEN PERSONNEL ROSTER

The Zone Warden Personnel Roster should be utilized during a drill, emergency situation or significant event in which an evacuation of the building takes place in order to ensure that all personnel are accounted for. This document should be submitted to the Floor Warden once a respective zone has been fully cleared and all personnel are accounted for at the evacuation assembly area. The Floor Warden will then submit all Zone Warden Roster sheets to the Building Warden. During an evacuation, it may be necessary to call an individual's mobile phone number if they cannot be accounted for at the evacuation assembly area. Also, the ***"OFFICE #"*** column in the below spreadsheet refers to the physical office or cubical number of the employee and is necessary for location purposes.

AGENCY/TENANT NAME:	
FLOOR#:	***ZONE#:***

☑	=	ACCOUNTED FOR
☒	=	UNACCOUNTED FOR
❖	=	OUT OF OFFICE
	=	SPECIAL NEEDS PERSONNEL

NAME	OFFICE #	MOBILE PHONE #	☑	☒	❖	
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						
15)						

APPENDIX C

COMMONWEALTH OF VIRGINIA

FLOOR WARDEN
EMERGENCY EVACUATION (FIRE) DRILL

REPORT

Each Floor Warden will complete this form and forward to the DGS OEAP Program Manager *within two business days* following an emergency evacuation or fire drill. Reports should be emailed to: crimeprevention@dcp.virginia.gov

Building Name: Pocahontas building

Building address: 900 East Main St., Richmond, VA 23219

Agency Name: _____

Time of drill: _____

Date of drill: _____

Weather conditions when occupants evacuated: _____

Number of occupants: _____

Floor Area(s): _____

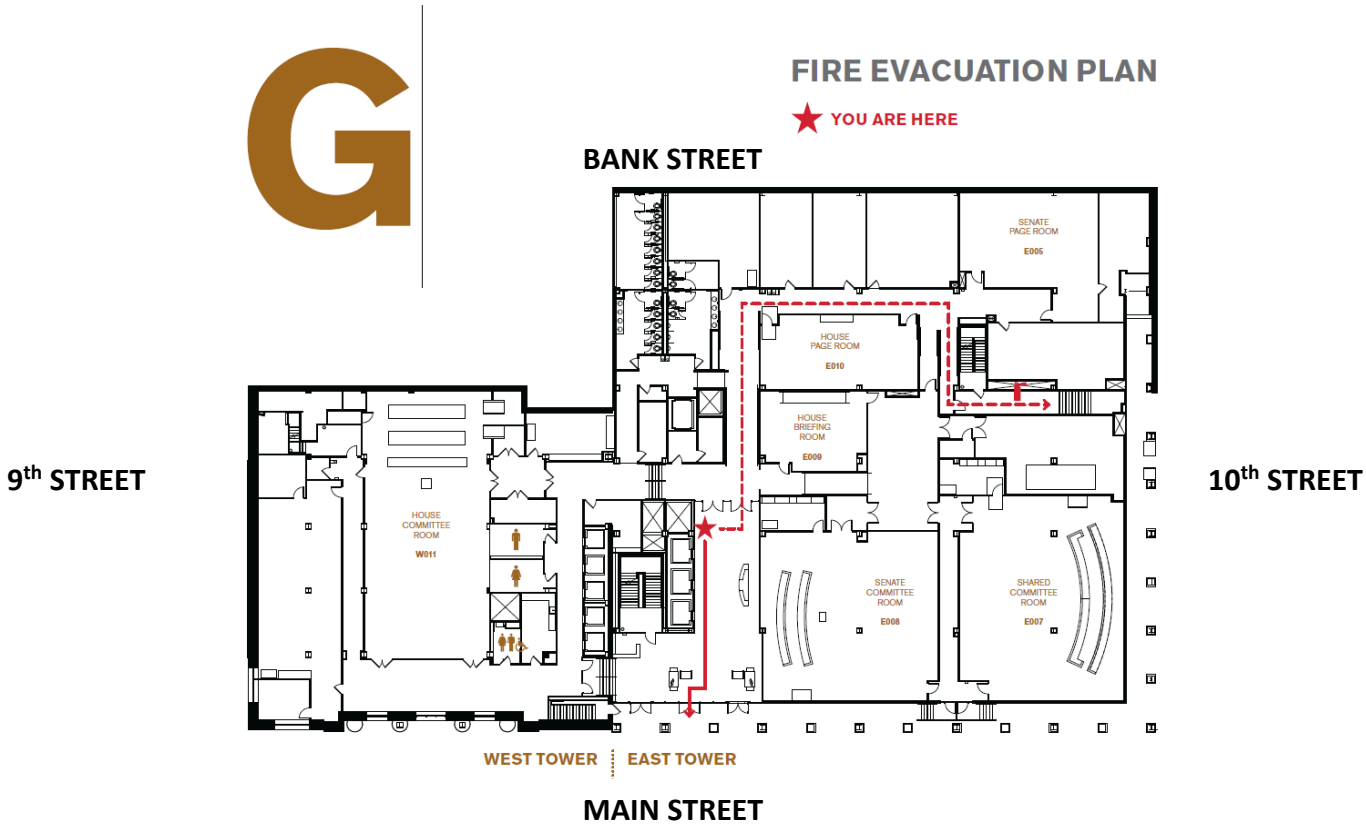
Total time for Floor Area occupants to evacuate Bldg.: _____

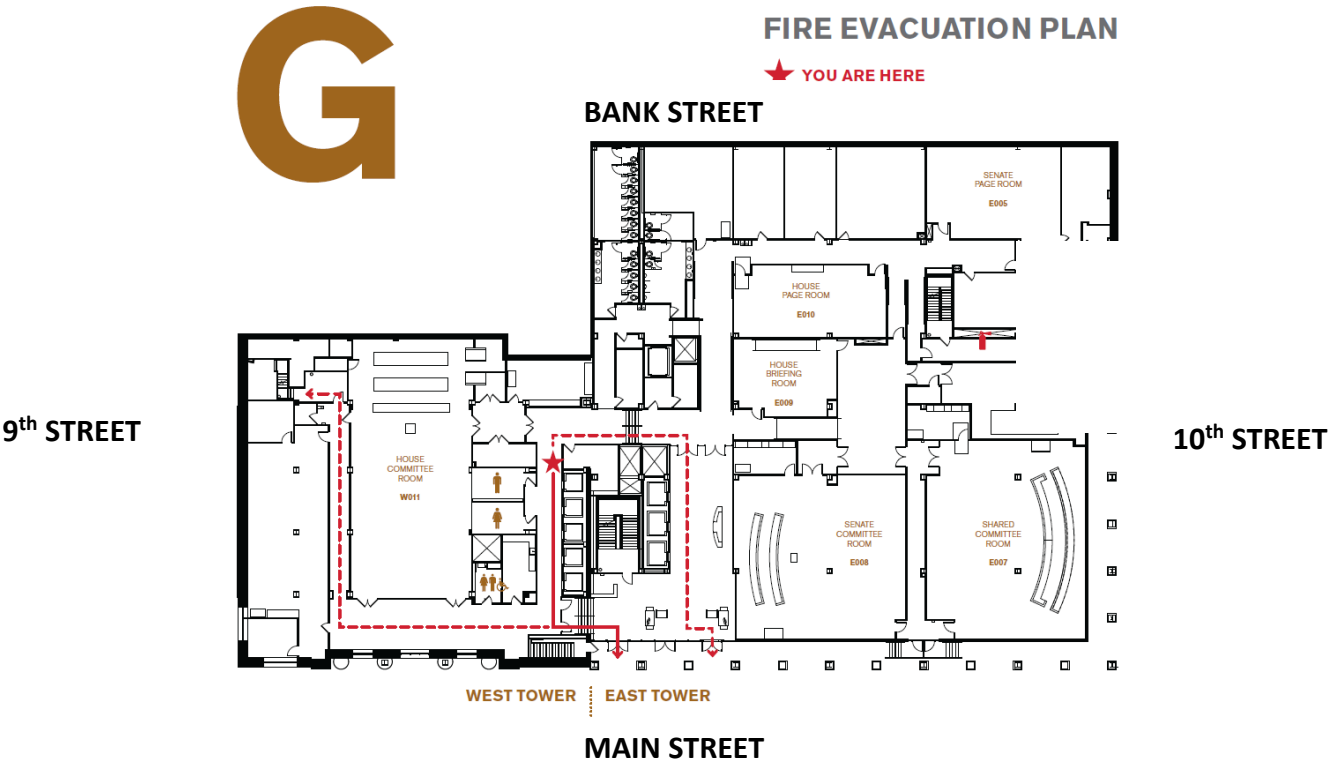
Other information relevant to the drill: _____

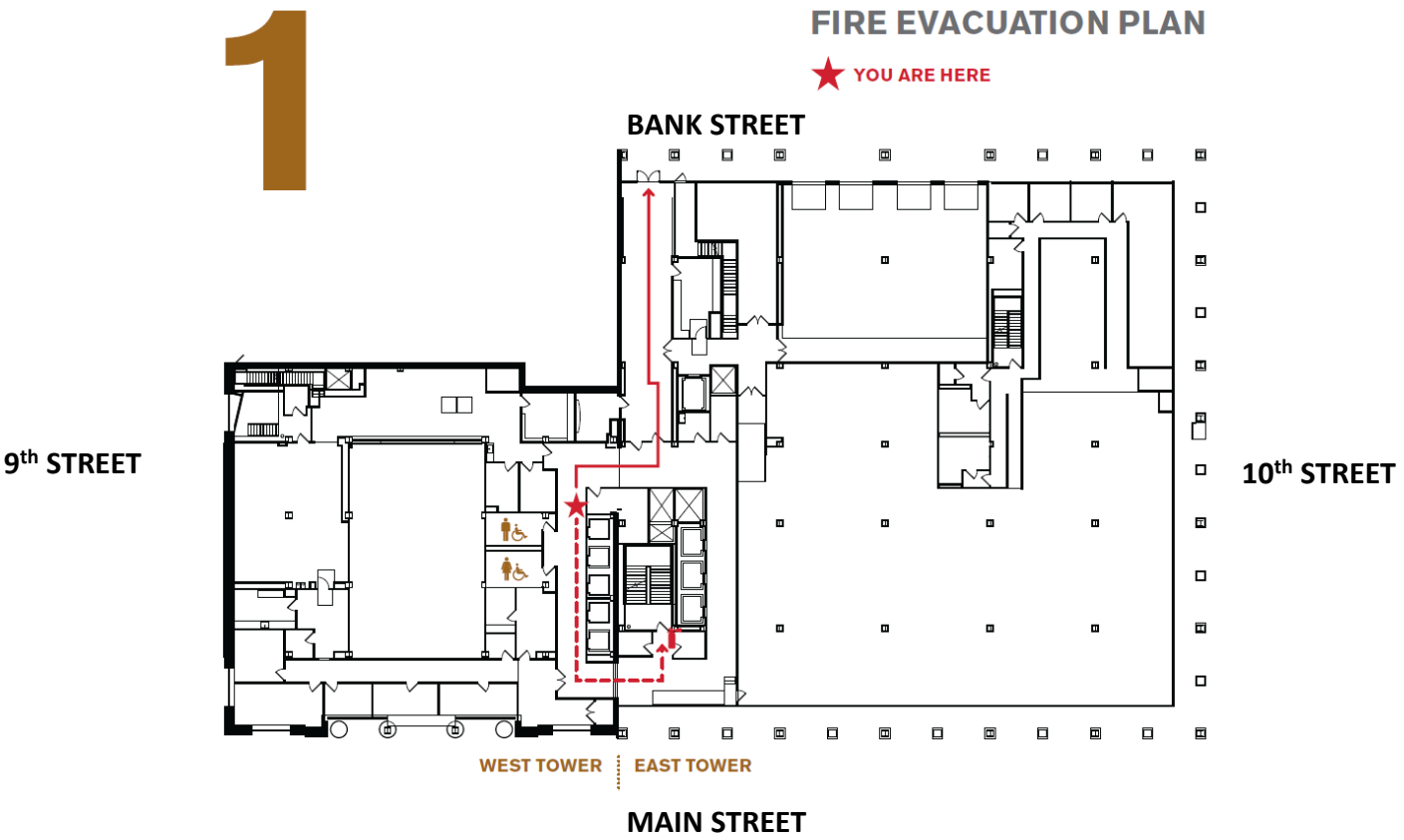
Floor Warden Name: _____

Date Submitted to the Building Warden: _____

APPENDIX D


FIRE EVACUATION PLAN
YOU ARE HERE
BANK STREET
9th STREET
10th STREET
SENATE PAGE ROOM E005
HOUSE PAGE ROOM E010
HOUSE BRIEFING ROOM E009
HOUSE COMMITTEE ROOM W011
SENATE COMMITTEE ROOM E008
SHARED COMMITTEE ROOM E007
WEST TOWER
EAST TOWER
MAIN STREET


FIRE EVACUATION PLAN
YOU ARE HERE
BANK STREET
9th STREET
10th STREET
SENATE PAGE ROOM E005
HOUSE PAGE ROOM E010
HOUSE BRIEFING ROOM E009
HOUSE COMMITTEE ROOM W011
SENATE COMMITTEE ROOM E008
SHARED COMMITTEE ROOM E007
WEST TOWER
EAST TOWER
MAIN STREET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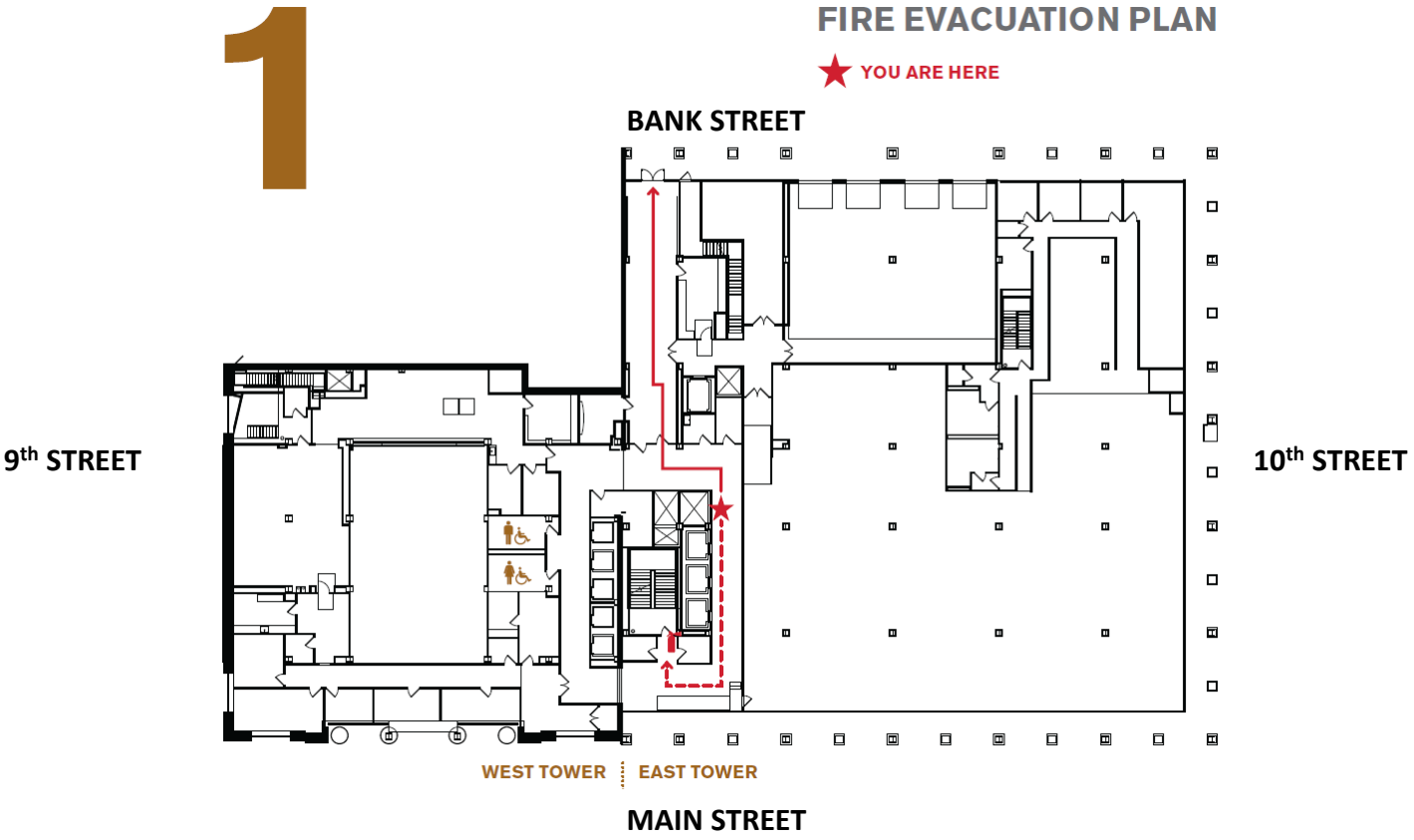
FIRE EVACUATION PLAN
YOU ARE HERE
BANK STREET
9th STREET
10th STREET
WEST TOWER
EAST TOWER
MAIN STREET


1
FIRE EVACUATION PLAN
YOU ARE HERE
BANK STREET
9th STREET
10th STREET
WEST TOWER
EAST TOWER
MAIN STREET

2

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

MAIN STREET

2

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

MAIN STREET

3

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

3

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

4

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

4

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

5

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

5

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

6

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET

WEST TOWER | EAST TOWER

MAIN STREET

6

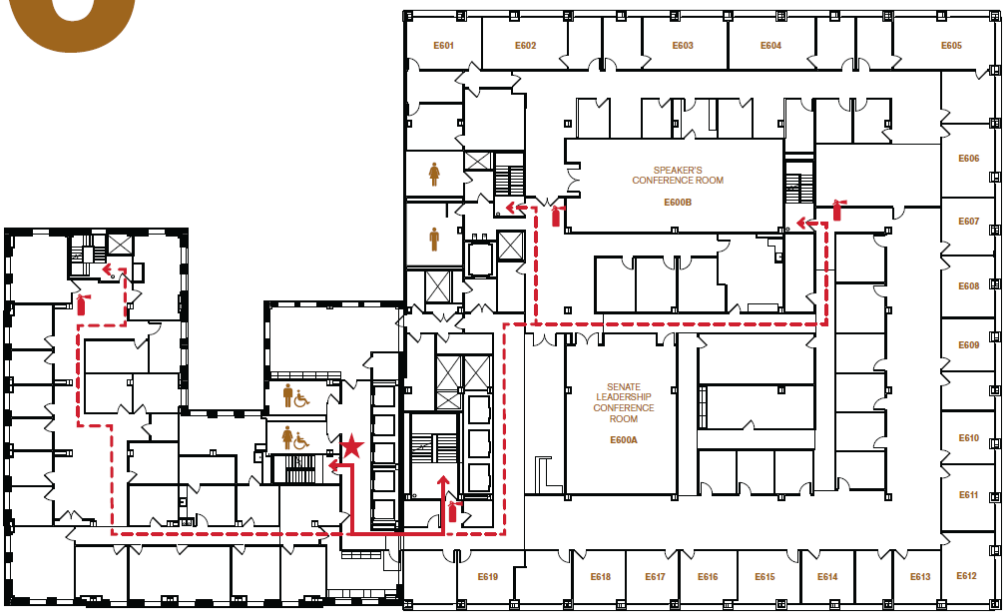
FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET

10th STREET



WEST TOWER | EAST TOWER

MAIN STREET

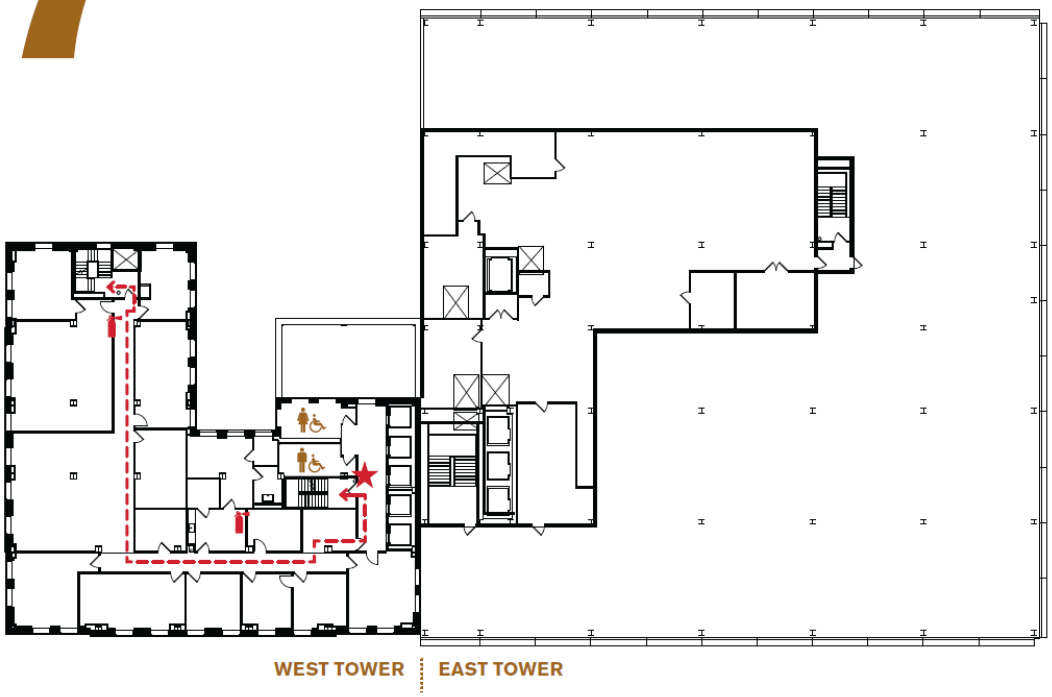
7

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



10th STREET

MAIN STREET

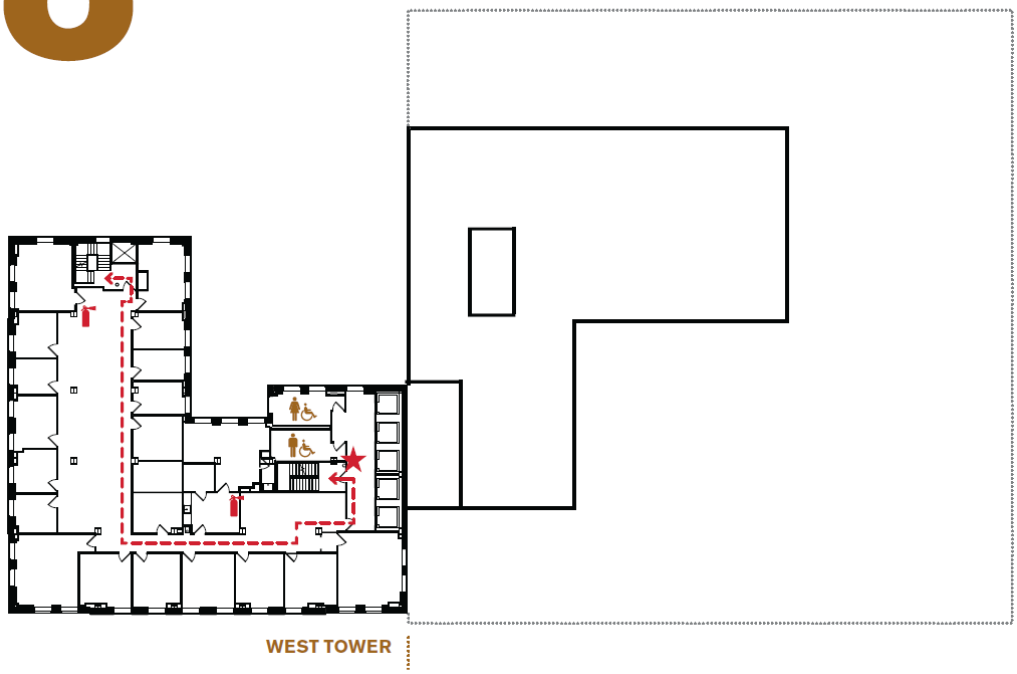
8

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



10th STREET

MAIN STREET

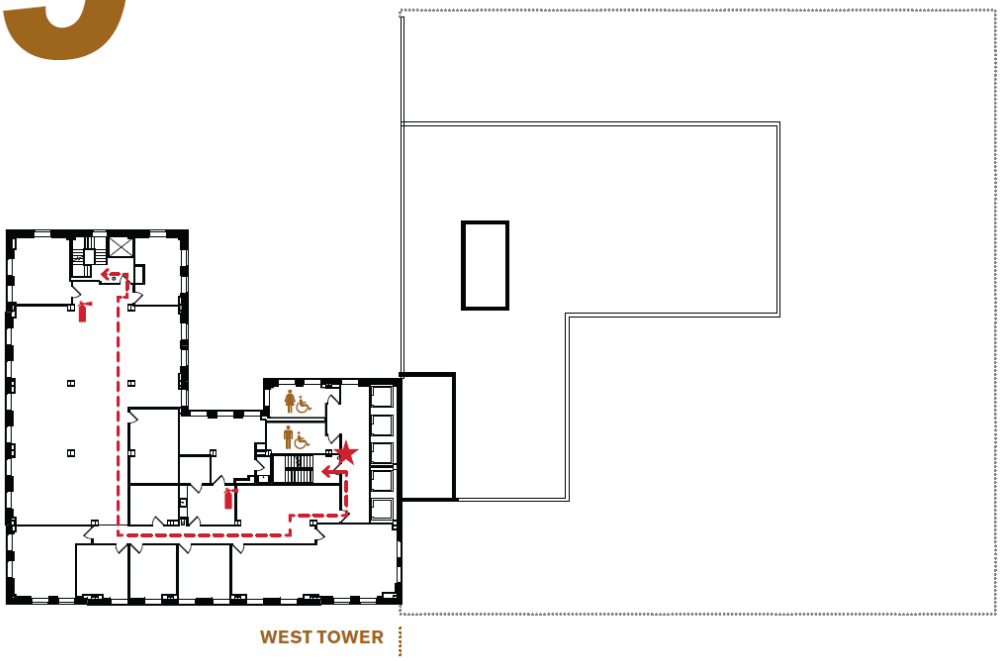
9

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



10th STREET

MAIN STREET

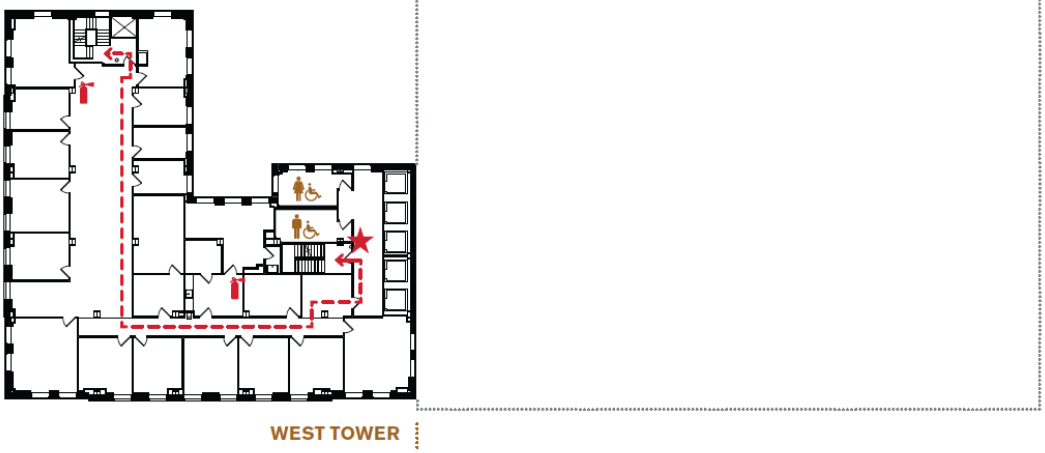
10

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



10th STREET

MAIN STREET

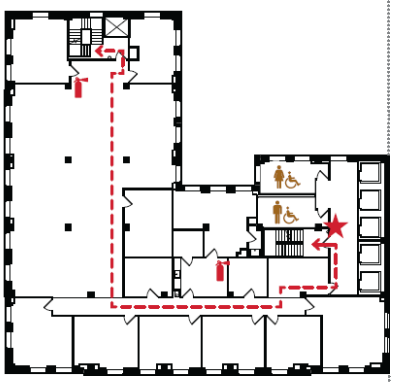
11

FIRE EVACUATION PLAN

YOU ARE HERE

BANK STREET

9th STREET



10th STREET

WEST TOWER

MAIN STREET

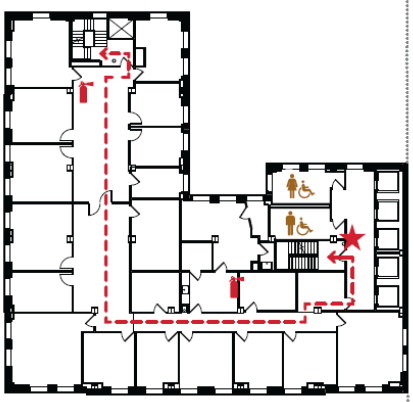
12

FIRE EVACUATION PLAN

YOU ARE HERE

BANK STREET

9th STREET



10th STREET

WEST TOWER

MAIN STREET

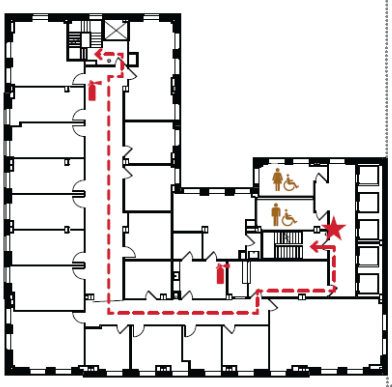
13

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



10th STREET

WEST TOWER

MAIN STREET

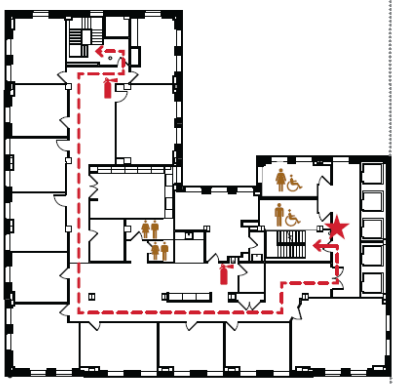
14

FIRE EVACUATION PLAN

★ YOU ARE HERE

BANK STREET

9th STREET



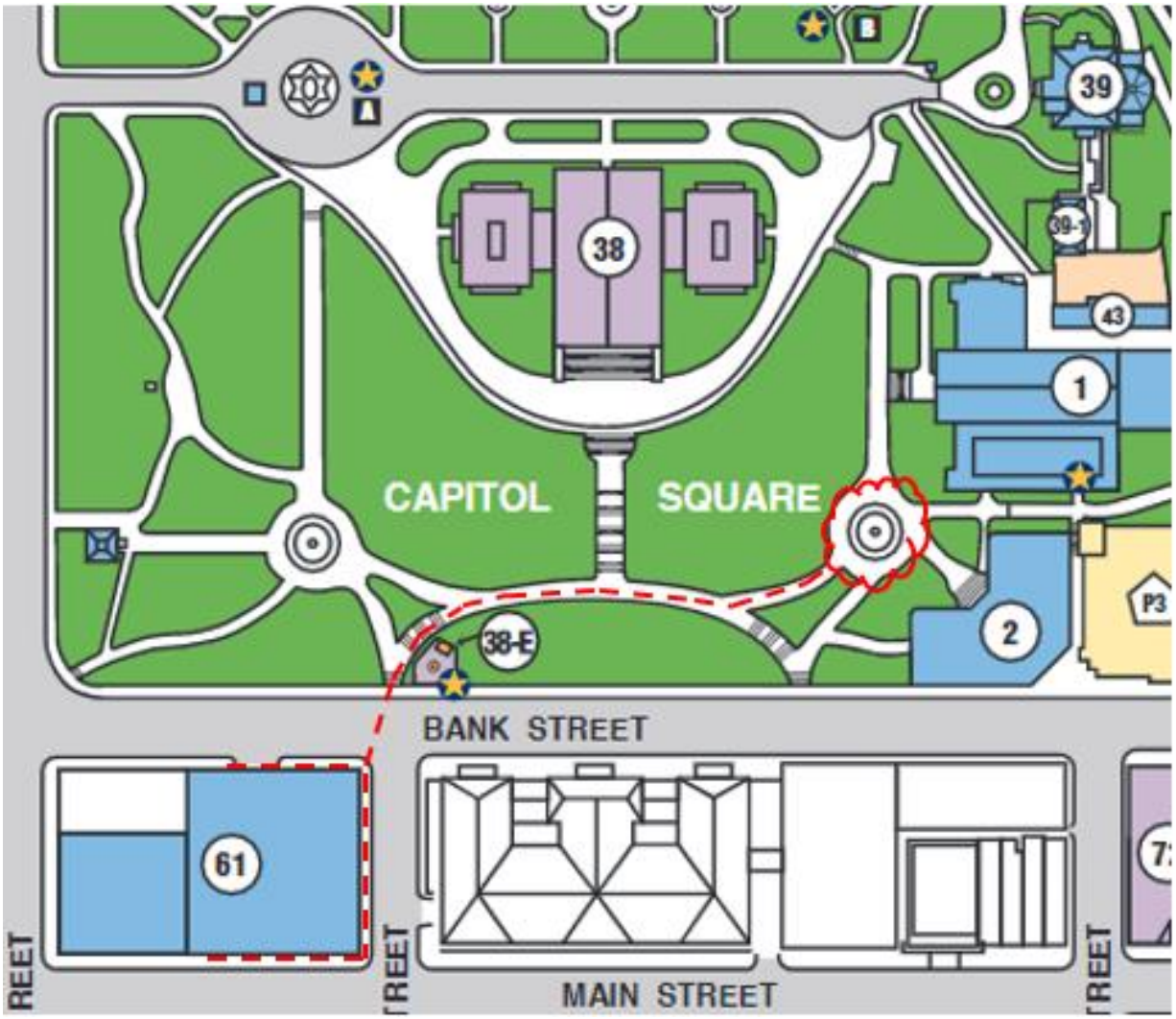
10th STREET

WEST TOWER

MAIN STREET

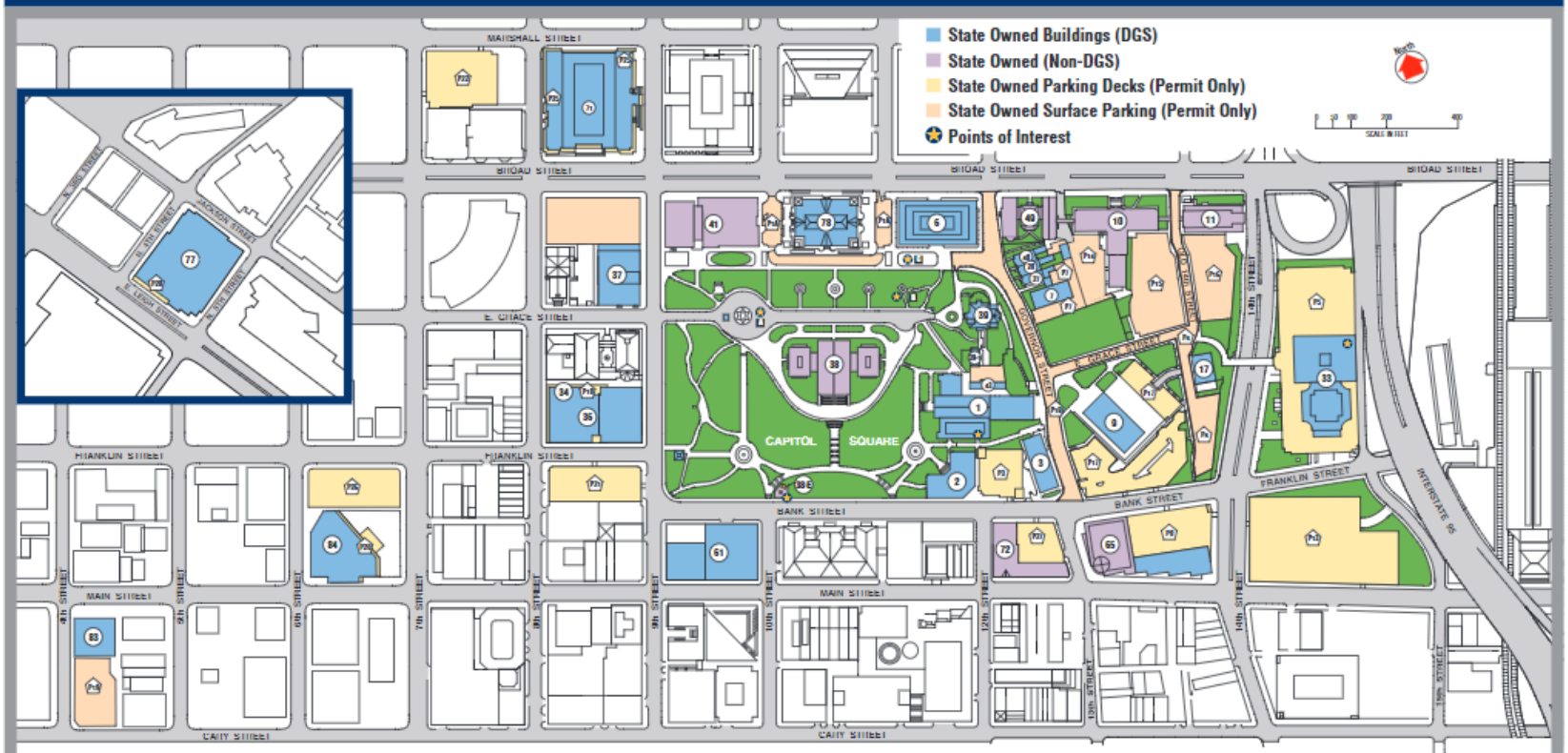
APPENDIX E

Evacuation Assembly Area Route & Location



COMMONWEALTH OF VIRGINIA

Capitol Area State Owned Buildings and Parking Facilities



STATE OWNED BUILDINGS

- 27 219 Governor Street
- 28 221 Governor Street
- 48 223 Governor Street
- 83 400 East Cary
- 7 Aluminum Building
- 37 Barbara Johns Building
- 40 Bell Tower
- 38 Capitol
- 38-E Capitol Extension *(Visitor's Entrance)*
- 77 Consolidated Laboratory Services
- 17 Ferguson Building
- 41 General Assembly Building
- 39 Governors Mansion
- 43 Governors Mansion Carriage House
- 39-1 Governors Mansion Cottage
- 9 James Madison Building
- 33 James Monroe Building *(State Employee Clinic)*
- 3 Jefferson Building
- 71 Library of Virginia
- 84 Main Street Center
- 78 Old City Hall
- 1 Oliver W Hill Building *(Parking Office)*
- 6 Patrick Henry Building
- 61 Pocahontas Building
- 34 Rose & Lafoon Building
- 36 Supreme Court Building
- 65 Tyler Building (SCC)
- 10 VDOT Central Highway
- 11 VDOT Highway Annex
- 49 VDOT Memorial Hospital
- 72 VRS Building
- 2 Washington Building

MONUMENTS *(Points of Interest)*

- A Washington Equestrian
- B Civil Rights Memorial
- C Public Safety Memorial

STATE OWNED PARKING FACILITIES

- P13 14th and Main Deck
- P19 400 East Cary Lot
- P26 7th & Franklin
- P22 7th & Marshall Deck
- P21 9th & Franklin Deck
- P3 Bank Street Deck
- P7 Behind Morson Row & Aluminum Bldg
- P28 DCLS Parking
- P1A Darden Garden Memorial Parking
- P1B Governor Street Lot
- P17 James Madison Deck
- P5 James Monroe Deck
- P25 Library of Virginia Deck
- P20 Main Street Centre Deck
- P1B Governor Street Parking
- P4 Old 14th & Grace Streets
- P15 Rear of 1221 E Broad Street, East Side Lot
- P14 Rear of 1221 E Broad Street, West Side Lot
- P16 Rear of Transportation Annex Lot
- P18 Supreme Court Garage
- P8 Tyler Deck
- P27 VRS Deck

Revised Jan. 2017