

# Occupant Emergency Employee Guide Main & South Interior Buildings 2014



Office of  
**Emergency Management**

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## 1. Introduction

This Occupant Emergency Employee Guide provides procedures to be followed during emergency situations that may occur at the Stuart Lee Udall Main Interior Building (MIB) located at 1849 C St, NW and/or the South Interior Building (SIB) located at 1951 Constitution Ave, NW, Washington, D.C..

The Department of the Interior believes that safety of its employees is of the utmost importance. Please take the time to read this Occupant Emergency Employee Guide carefully. An emergency or hazardous condition can occur at any time and without warning. Your knowledge of these procedures will ensure you can act quickly and calmly and thus prevent a serious injury or loss of life. If you have comments or questions regarding this Guide, please contact the Office of Emergency Management, Continuity Programs Division at 202-208-5778.



## 2. OEP Activation Summary

Emergency Situation	Activation
<b>Medical Emergency</b>	For serious accidents or illness requiring emergency medical assistance, contact 911 and then notify the Security Dispatch Center (202-208-5803) for immediate assistance and to direct Emergency Medical Services (EMS) personnel to the incident location. The Security Dispatch Center will also notify the health unit nurse.
<b>Smoke/ Fire</b>	If smoke or fire is present, pull the nearest fire-alarm manual pull station and follow the evacuation procedures. The fire department is notified automatically. Fire extinguishers are located throughout the building and are for first responder (e.g., police, fire, EMS) use only. A general alarm can also be sounded from the Security Dispatch Center by authorized personnel or automatically, if a sprinkler head or smoke detector is activated.
<b>Missing Child – Code Adam Alert</b>	When a child has been reported missing the Security Dispatch Officer will alert all Guard Posts to implement Code Adam procedures and will contact FPS. A Code Adam will be announced over the PA system and the Evacuation Support and Incident Support Teams will assist in searching the building. If the child is not found, local law enforcement will be contacted to issue an Amber Alert.

<b>Unusual Odor</b>	If you detect an unusual odor in the building, BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY, immediately call the Building Manager's office on 202-208-2222. Report the incident to the Building Manager's office along with your name, location, and telephone number.
<b>Threats / Workplace Violence</b>	If you are the victim of Threats or Workplace Violence or if you require additional information, contact your Supervisor and/or MIB Security (202-208-5803).
<b>Elevator Malfunction or Entrapment</b>	If you are trapped in the elevator or have an emergency situation in the elevator, press the emergency call button on the control panel on the left side of the door (use the elevator phone for elevators near the C St lobby). The call button will automatically dial the Security Dispatch Center. In the rare event that the call button or emergency phone does not work, press the button on the elevator control panel to sound the alarm bell.
<b>Power Failure / Utility Failure</b>	In the event of a power failure occupants should evacuate the building via the stairwells which will have emergency lighting. If utilities, other than power, are disrupted in the building, occupants will be notified via LAN message or public address (PA) system announcement and specific instructions will be given.
<b>Severe Weather – Hurricane, Tornado, Flood, Snow/ Ice</b>	Occupants will be notified via LAN message or PA system announcement of severe weather that will threaten the building and/or the occupants during normal business hours. Specific instructions will be given depending upon the situation. Dismissal or Closure notifications will be made through a variety of channels (see Section 4 J for more information). In the event of a tornado threatening the building, the occupants may be asked to Shelter-in-Place away from the windows.
<b>Earthquake</b>	Occupants will be notified via PA system announcement to evacuate the buildings after an earthquake. Do not use elevators after an earthquake. Occupants should report to the rally points and stay as far away from buildings as possible. If necessary, Dismissal or Closure notifications will be made through a variety of channels (see Section 4 J for more information).
<b>Civil Disobedience/ Disorder</b>	Please report any acts of Civil Disobedience/Disorder in or around the building to the Security Dispatch Center on 202-208-5803. In such instances the building security guards may take measures to protect the building and restrict access. Occupants may be asked to Shelter-in-Place.
<b>Bomb Threat</b>	Bomb threats should be immediately reported to the Security Dispatch Center on 202-208-5803. If you receive the bomb threat, please collect as much information as possible (Annex B: Bomb Threat Data Sheet). Upon notification of a bomb threat, Security will implement internal procedures. If a building evacuation is initiated (alarmed or non-alarmed), all occupants should evacuate the building and proceed to the designated rally points.
<b>Explosion within the facility</b>	If an explosion occurs within the facility, pull the nearest fire-alarm manual pull station and follow the evacuation procedures. The fire department is notified automatically. If possible, report the explosion to the Security Dispatch Center on 202-208-5803.
<b>Explosion outside the facility</b>	If an explosion occurs outside of the facility, report the explosion to the Security Dispatch Center on 202-208-5803. Upon notification Security will implement internal procedures. A decision will be made to either evacuate the building or Shelter-in-Place, depending upon the situation.

<b>Suspicious Package/ Person</b>	Please report any unattended packages, briefcases, or bags to the Security Dispatch Center on 202-208-5803. DO NOT touch, move, or open any unattended packages, briefcases, bags, etc. Challenge wandering or “lost” visitors walking the halls and escort them to the right office or the nearest security officer. Report suspicious people or activity to the Security Dispatch Center on 202-208-5803.
<b>Suspicious Mail/ White Powder</b>	If you receive a piece of suspicious mail or if material such as a powder, liquid, gas, or aerosol is released from the envelope or parcel, cover the item, leave the immediate area, and immediately notify the Security Dispatch Center on 202-208-5803.
<b>Hazardous Materials Incident</b>	If you notice a hazardous spill or damaged plaster or pipe insulation, contact the Building Manager’s office on 202-208-2222. You should leave the immediate area and caution others not to enter. The Building Manager’s office will assess the situation and take appropriate action.
<b>Pandemic Influenza &amp; Other Contagious Diseases</b>	The Centers for Disease Control and Prevention (CDC) will issue pandemic alerts and the DOI Pandemic Influenza Plan will be enacted in part or in full through the Office of Emergency Management.
<b>Chemical, Biological, Radiological, Nuclear (CBRN) incident</b>	If a CBRN incident occurs outside of the facility, occupants will be directed to Shelter-in-Place on the higher floors. The heating, ventilation, and air conditioning system (HVAC) will be shut down, and all doors and windows should be closed. If a CBRN incident occurs within the facility, the immediate area should be evacuated and potentially the entire building should be evacuated. Any individuals that have been exposed should remove any contaminated clothing and seal it in plastic bags. The individual should then thoroughly wash with soap and water (15 minutes). Decontamination can take place in the gym showers. The individual should seek follow-up medical attention.
<b>Active Shooter</b>	An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. If you see an Active Shooter, immediately evacuate the area or hide in a safe place. As soon as it is safe to do so, call 911 and then the Security Dispatch Center on 202-208-5803.
<b>Terrorism Threats: National Terrorism Advisory System</b>	The Department of Homeland Security will notify law enforcement and/or specific areas of the public sector of specific or credible terrorism threats. The Interior Operations Center will notify DOI officials of the threat and employees will then be notified via LAN messages. Additional security measures may be enacted at MIB/SIB.
<b>All Other Emergencies</b>	For all other emergency situations, contact the Interior Operations Center on 202-208-4108.



### 3. Emergency Telephone Numbers and Contacts

Service	Location	Phone
Fire/ Medical/ D.C. Police		911
Security Issues/ Law Enforcement/ Bomb threats	MIB 1012	202-208-5803
Security Dispatch Center	MIB 1012	202-208-5803
DOI Interior Operations Center	MIB 3400W	202-208-4108
MIB Security Office	MIB 1320	202-208-5111
Health Unit	North Penthouse	202-208-7057
Building Manager	MIB 1400E	202-208-2222
OFAS Health & Safety Manager	MIB 2505	202-208-2222
Federal Protective Service		202-708-1111
DOI Emergency Information		202-208-6606
TTY 	Security 1012	202-208-4715
	C St Lobby	202-208-4372
	E St Lobby	202-208-4084
	ATC room 2070	202-208-6248
	SIB Guard Post	202-208-4830
Federal Relay Service 		1-800-877-8339
DOI Emergency Management Website	<a href="http://www.doi.gov/emergency/index.html">http://www.doi.gov/emergency/index.html</a>	

For emergencies that occur after normal working hours, call the 24-hour Security Dispatch Center on 202-208-5803.



## 4. Occupant Emergency Actions

### A. Emergency Support Personnel

Command and Evacuation Support Teams have been established and trained for the sole purpose of facilitating safe and efficient emergency response within the Main and South Interior Buildings.

The Command Team (Green/White hats) directs the flow of activities related to providing an effective emergency response and is led by the Designated Official who, among other responsibilities and in consultation with subject-matter experts, makes the final determination on occupant emergency issues such as whether to close the building.

The Evacuation Support Team includes the many volunteers who serve as Wing Wardens (orange hats), Sector Wardens (yellow hats), or Buddies for people with disabilities; members of the health and safety, physical security, and medical services staffs; the damage control team; and first responders from the Building Manager's Office.

During emergencies, it is important that you follow the directions of these team members. They have been trained for emergency incidents and will provide significant benefit during an emergency.



## B. Emergency Alerts

### Evacuation Signals

Alarm bells, voice annunciated messages, and strobe lights are used to notify personnel to immediately evacuate the building. Manual alarm pull stations are located in each wing and will activate a general alarm. A general alarm can also be activated from the Security Dispatch Center by authorized personnel or automatically, if a sprinkler head is activated.

Not all emergency situations require occupants to evacuate. In some instances such as severe weather, terrorist acts, or civil disturbance, occupants may be required to Shelter-in-Place. The decision to Shelter-in-Place will be made by the Office of Emergency Management. Shelter-in-Place notification will be made using the public address system.



### Emergency Notifications

#### **DOI Emergency Information Hotline**

202-208-6606

Hotline provides up to date information on the operating status of the MIB/SIB.

#### **DOI Emergency Management Website**

[www.doi.gov/emergency](http://www.doi.gov/emergency)

DOI Office of Emergency Management (OEM) website provides information on DOI emergency response status, National Terrorism Advisory System alerts, current operating status of MIB/SIB, and links to emergency preparedness information.

**Send Word Now** is an emergency alert system used by the Office of Emergency Management. The system is capable of sending voice messages and text messages via email, and SMS text. The Send Word Now system will be used to alert the members of the Command, Incident Management, Incident Response, and Evacuation Support Teams as well as individuals with disabilities, of building emergencies.



## C. Evacuation Procedures

Upon activation of the alarm, occupants must;

- Stop work immediately
- Terminate all phone calls and meetings.
- Secure all sensitive materials.
- Gather personal belongings such as medicine, keys, coat, purse, cell phone, etc. and take them with you. If you are not in the immediate vicinity of your office when the alarm sounds, do not return to your office to retrieve your belongings; instead, proceed to the nearest emergency exit.
- Close all corridor doors but do not lock.
- Promptly and in an orderly manner, follow the evacuation route designated for your area.
- Wing Wardens are trained to assist in the evacuation; comply with their guidance and direction.
- The evacuation of occupants who require assistance will be coordinated by their pre-assigned Buddy or a Warden.
- Walk to the nearest emergency exit. Do not run or push. Remain calm.
- Use handrails in the stairways.
- Proceed to the designated rally point and remain there until you receive further instructions from a member of the Evacuation Support Team.
- Use caution when crossing the streets.
- **Elevators must not be used during an evacuation.** If you happen to be on an elevator when the alarm bells sound, exit the elevator at the first opportunity and proceed to the nearest emergency exit.

- Alternative evacuation routes may be designated by emergency response personnel under certain circumstances (e.g., bomb threats).
- Do not attempt to evacuate with vehicles parked in the MIB garage.



## D. Rally Points

### **Main Interior Building – Wings 1, 2 & 3**

Occupants in Wings 1, 2, & 3 of the Main Interior Building should exit the building through the C Street Lobby or the emergency exit stairwells at the end of the wings and cross C Street, Virginia Ave, and 19<sup>th</sup> Street and proceed to the front promenade and lawn of the South Interior Building. Please remember that cross traffic may not be stopped.

### **Main Interior Building – Wings 4, 5 & 6**

Occupants in Wings 4, 5, & 6 of the Main Interior Building should exit the building through the E Street Lobby or the emergency exit stairwells at the end of the wings and cross 19<sup>th</sup> Street, proceed west in front of the Office of Personnel Management (OPM), and cross 20<sup>th</sup> Street to **Jose de San Martin Park**. Please remember that cross traffic may not be stopped.

### **South Interior Building**

Occupants of the South Interior Building should exit the building through the basement level emergency exit stairways and proceed across C Street to the park at the **Federal Reserve, Martin Building**.



## E. Individuals Who Require Assistance During a Building Evacuation

### Self-Identification

Individuals who require assistance in an evacuation should self-identify their needs prior to an incident by submitting an *Employee Emergency Self-Identification Form* ([Annex A](#)) to the Accessible Technology Center in MIB room 2070.

Individuals who have self-identified have the option of using an assigned Buddy to aid and assist them in safely exiting the building. “Buddy Systems” are used in many high-rise buildings to safely and expeditiously assist persons with mobility, sensory, and hidden disabilities in the event of an emergency. A Buddy should become familiar with the specific needs of the individual. This may require training with special equipment, such as evacuation chairs; knowing how to provide guiding assistance and how to assist when a service animal is used.

Supervisors are responsible for assigning at least two buddies. The Buddies should be listed on the *Employee Emergency Self-Identification Form* ([Annex A](#)). If the buddy is not physically present (e.g., teleworking) during the emergency, when notified of the emergency, the buddy should contact the individual who requires assistance and ensure they are getting the necessary assistance.



### **Visitors and Individuals not Previously Self-identified**

If you have a visitor with a disability with you when the signal to evacuate the building is given, include them in the evacuation and obtain any needed guidance from your Wing and Sector Wardens. If a visitor is visually impaired, people assisting them should offer their elbow to the individual and guide him/her through the evacuation route. If a guide dog is being used, ask the visitor how you can help their dog do its job of caring for them.

If you need assistance to evacuate but have not previously identified your need to the evacuation support personnel; inform your Wing and/or Sector Warden and/or go to a freight elevator lobby (MIB) or emergency stairwell (SIB) and use the emergency phone. The Wing or Sector Warden will direct you to a safe, temporary location and ensure that evacuation support personnel know your location.



### **Additional Notification for Hearing – Impaired Individuals**

The alarm system is supplemented with strobe lights which are located above each fire alarm pull station and flash when the alarm is activated. If the strobe lights are flashing, evacuate the building immediately.

In addition, the Office of Emergency Management offers text paging for use by hearing-impaired personnel. The employee's office is responsible for providing the pager/cell phone/Blackberry. Submit an *Employee Emergency Self-Identification Form* with your contact information to the Accessible Technology Center in MIB room 2070. Your information will be added to the emergency alert system. These pagers are connected to the fire alarm system in the Main and South Interior Buildings and are automatically alerted whenever the fire alarm system directs occupants to evacuate the building. When notified, evacuate the building via the nearest emergency exit.



### **Visually-Impaired Individuals**

Individuals who are blind or visually impaired need to know an evacuation route in case of an emergency and should know at least one alternate route. Twice a year, it is good to practice leaving the building by at least one of the emergency evacuation routes. This improves familiarity of the evacuation procedures and routes for the employee, their service animal, and their buddies.

Service animals: If the alarm is sounded, employees with a service animal should always leave the building - if they don't, their service animal will learn to disregard the alarms. Additionally, never let go of your service animal.

Buddies should be someone familiar with the visually-impaired individual, specifically knowing how to provide guiding assistance, and they should be familiar with the individual's service animal.

Upon activation of the alarm system; get with your designated Buddy who will guide you through the appropriate evacuation route once the stairway is clear of occupants who do not require assistance. If your Buddy cannot be located, use the emergency phones to notify the Dispatcher of your location and await further instructions.



### **Individuals Who Are Unable to Evacuate via Stairwells**

Make contact with your designated Buddy who will assist you in relocating to the emergency rally point in the freight elevator lobbies of the MIB or in the emergency stairwells at the east and west ends of SIB; ensure the appropriate Wing and/or Sector Wardens as well as the Security Dispatch Office are aware of your location; and remain with you until emergency response personnel arrive to assist you.

Emergency phones have been installed in the freight elevator lobbies in MIB, near the elevators in the SIB, and in the stairwells at the east and west end of SIB. Pick up the emergency phone (no dialing is necessary) and you will be connected to the Security Dispatch Office. Notify the Dispatcher of your location and await further instructions.

Certain elevators in the MIB are capable of running on emergency power and when it is safe to do so, an elevator operator will be dispatched to your location to assist you in evacuation. In the

SIB, an evacuation support team or the fire department will be dispatched to your location to evacuate you with an evacuation chair.

If the emergency situation makes the main corridor unsafe, retreat to the nearest safe location (office doors should be unlocked) and call 911 and the Security Dispatch Center (202-208-5803) to alert emergency response personnel of your location.



### **Evacuation Chairs**

Evacuation chairs are located in the North and South freight elevator lobbies on floors 1-7 of the MIB, near the Health Unit in the MIB North Penthouse, in the small room near the stairwell in the South Penthouse, and near the elevators at the North and South ends of the basement. Evacuation chairs are also available in the SIB on each floor near the central staircase. These are to be used only by trained personnel to assist disabled persons who choose to be evacuated via the stairway during an emergency. Evacuation of these individuals will take place after other occupants have been evacuated.



### **Outside of Normal Working Hours**

Individuals who require assistance during a building evacuation and are working outside of normal working hours should notify the Security Dispatch Center on 202-208-5803. Inform the Security Officer of your location, phone number, and assistance required in the event of an emergency. Inform the Security Officer when you complete work and leave the building. If you need assistance to evacuate go to a freight elevator lobby (MIB) or emergency stairwell (SIB) and use the red emergency phone.



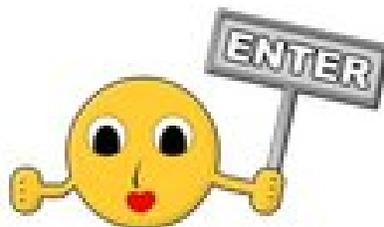
## F. Special Needs and Medical Considerations

Individuals who are dependent on medications should prepare for an emergency and to maintain a three day supply of medications in the event of an extended emergency. If the medical condition requires wound care, dressings, or bandages, you should maintain a supply of these provisions. If an evacuation occurs, you should carry essential medications and supplies with you in case you are not allowed to re-enter the building in a timely manner. Essential phone numbers such as those for doctor(s) or specific health care providers and a listing of medications and known allergies should also be carried by you at all times so that emergency personnel have access to them. Supervisors are ultimately responsible to ensure that members of their staff or visitors with a disability are properly taken care of during all emergency events.



## G. Accounting for Personnel

During a building emergency, all employees should go the rally point and gather at a pre-designated location for their office. Once at the rally point you should check in with your supervisor. If you are unable to contact your supervisor you should report your status to the IOC Employee Accountability Group on 202-208-4100.



## H. Re-entry into the Building

Employees will be recalled into the building by the Rally Point or Floor Team Coordinators when it is safe to do so. If re-entry is delayed, the Rally Point or Floor Team Coordinators may direct you to the cafeterias or auditoriums at the Office of Personnel Management, GSA, or DAR Constitutions Hall to await further instructions and updated information. Existing agreements with these buildings will allow you to be protected from the elements following an evacuation.



## I. Shelter-in-Place

Not every emergency in or near the building leads to an evacuation. Some emergencies, such as a tornado, terrorist act, or civil disturbance, may cause the OEP Command Team to direct everyone to remain in the building or relocate to a safer area within the building until the situation improves. Occupants will be notified via the public address system, email, blackberry/pager, or emergency support personnel using bull horns. When notified to Shelter-in-Place:

- Stop work immediately.
- Secure all sensitive materials.
- Gather personal belongings such as medicine, keys, coat, purse, and cell phones.
- Close windows, transoms, and entrance doors (do not lock).
- Persons requiring assistance should get with their pre-assigned Buddy or use a red emergency phone to call for assistance.
- Promptly and in an orderly manner, report to the designated location, as instructed.
- Unless otherwise instructed, you **may** use the elevators. However, the elevators will be secured shortly after emergency notification. Persons requiring assistance and their buddy have priority use of the elevators.
- Wing and Sector wardens should:
  - Ensure that persons requiring assistance receive aid.
  - Ensure areas assigned to them are fully evacuated.
  - Ensure windows, door, and transoms are closed.
- Based upon the threat, a determination will be made by emergency management personnel as to what floors will be utilized for the Shelter-in-Place incident.
  - In the MIB, occupants will shelter in the main corridor of the Shelter-in-Place floor. In general, floors 1, 2, 3 and the basement will shelter on floor 3 and floors 4, 5, 6, 7 and the penthouses will shelter on floor 4.
  - In the SIB, occupants will shelter in the main corridor on the 2<sup>nd</sup> floor of the SIB.
- Once at the designated location:
  - Await further instructions.
  - Do not block emergency exit doors.
  - Keep center of corridor clear for emergency support personnel.
  - Security and Medical teams are available for assistance.

## J. Occupant Emergencies



### **Medical Emergency**

For serious accidents or illness requiring emergency medical assistance, call 911 immediately and then call the Security Dispatch Center on 202-208-5803. Security will provide immediate assistance and direct Emergency Medical Services personnel to the incident location. The Security Dispatch Center will also notify the health unit nurse. Both the Health Unit Nurse and Contract Security guards are trained in both first aid and cardiopulmonary resuscitation (CPR).

Portable automated external defibrillators (AED) are located in the main corridor on each floor of the MIB and SIB. The devices are designed for ease of use by non-medical personnel. AED and CPR training is available to Wing and Sector Wardens and Buddies and arranged by the Health Unit.

If the illness or injury is of a less urgent nature, and the employee is able to walk to the North Penthouse of the MIB, they can visit the Health Unit for treatment during clinic hours of 8 a.m. to 12 noon and 1 p.m. to 4 p.m. If an employee is too ill to walk to the health unit, call the nurse at 202-208-7057 to arrange for wheelchair transport.



### **Smoke/ Fire**

If smoke or fire is present, pull the nearest fire-alarm manual pull station (located near the stairwell entrances) and follow the evacuation procedures. The fire department is notified automatically. If the fire alarm is activated, gather your personal belongings and evacuate the building through the nearest exit.



### **Missing Child – Code Adam Alert**

The Main Interior Building has a childcare center with the capacity to house 78 children in the 1200 East wing of the building. In the event that a child is missing within the building, a “Code Adam” alert will be announced over the PA system. The Evacuation Support Team and Incident

Support Team will commence a wing by wing search of the building. If a child matching the description of the missing child is seen in your area please contact the Security Dispatch Center on 208-5803.



### **Unusual Odor**

If you detect an unusual odor in the building, **BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY**, immediately call the Building Manager's office on 202-208-2222. Report the incident to the Building Manager's office along with your name, location, and telephone number and they will send someone to determine the odor and its source. If necessary the area will be evacuated and D.C. Fire and Rescue will be contacted.



### **Threats / Workplace Violence**

If you are the victim of Threats or Workplace Violence or if you require additional information, contact your Supervisor and/or MIB Security (202-208-5803).



### **Elevator Malfunction or Entrapment**

If you become entrapped in the elevator, **DO NOT** attempt to pry open the elevator doors or exit the elevator. Although being entrapped in an elevator is unnerving, it is much safer to remain in the cab and wait for emergency response personnel to arrive.

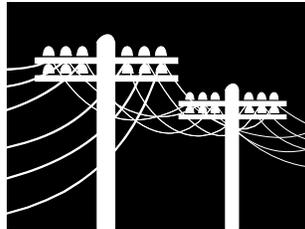
Press the emergency call button on the control panel on the left side of the door. The call button will automatically dial the Security Dispatch Center.

The Security Dispatch Officer will respond and contact emergency personnel.

The elevators near the C St lobby of the MIB do not have call buttons. Instead you must pick up the emergency phone and dial the number listed above the phone.

In the rare event that the call button or emergency phone does not work, press the button on the elevator control panel to sound the alarm bell.

Elevator mechanics are on duty in the MIB/SIB from 6 a.m. – 6 p.m. on government workdays and are required to respond to emergencies within one hour after normal duty hours.



### **Power Failure / Utility Failure**

In the event of a power failure, occupants should evacuate the building via the stairwells which will have emergency lighting. If utilities, other than power, are disrupted in the building, occupants will be notified via LAN message or PA system announcement and specific instructions will be given. Occupants will be notified of scheduled outages, occurring after hours and on weekends, via LAN messages.



### **Severe Weather – Hurricane, Tornado, Flood, Snow/ Ice**

Occupants will be notified via LAN message or PA system announcement of severe weather that will threaten the building and/or the occupants during normal business hours. Specific instructions will be given depending upon the situation. Dismissal or Closure notifications will be made through a variety of channels (see Section 4J for more information).

During expected events involving high winds (e.g., tornados) occupants should close windows, lower blinds, and stay away from windows. Occupants will be notified if there is a need to Shelter-in-Place. When leaving the building, watch for downed trees and power lines.



## **Earthquake**

An earthquake can strike suddenly, violently, and without warning, at any time of the day or night, and in many parts of the country. If an earthquake occurs in a populated area, it may cause many deaths and injuries and extensive property damage. Although there are no guarantees of safety during an earthquake, advance planning can save lives and significantly reduce injuries and property damage.

### **During an Earthquake**

During an earthquake, occupants should be alert to possible hazardous conditions. Suggested actions to take during an earthquake include:

- Remain calm.
- Move away from loose objects, windows, high shelving, and outside doors.
- Take cover underneath a desk, table, or other heavy piece of furniture.
- If there is no furniture around, brace yourself under an inside doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT use the elevators.**

If outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.
- Be prepared for aftershocks.

### **After an Earthquake**

The amount of damage that can occur as a result of an earthquake depends on the severity of the earthquake and the stability of the structures involved. An earthquake can cause a slight movement of the ground and/or building or result in a major catastrophe. Suggested actions to take after an earthquake has subsided include:

- Wait for emergency announcements/instructions.
- Check yourself for injuries before helping others who are disabled, injured, or trapped.

- Do not move seriously injured people unless they are in immediate danger of further injury.
- Do not leave the protected area unless other immediate hazards (such as fire) emerge.
- Use the telephone only to report life-threatening emergencies.
- Expect aftershocks. Each time you feel one, drop, cover, and hold on!
- If the facility has experienced damage, it may be necessary to evacuate before aftershocks happen.
- If you are away from the facility, return only when authorities say it is safe. Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

**For additional information about earthquakes:**

**United States Geological Survey**

<http://earthquake.usgs.gov/earthquakes>

**Department of Homeland Security**

Federal Emergency Management Agency

<http://www.fema.gov/hazard/earthquake/index.shtm>

<http://www.fema.gov/plan/prevent/howto/index.shtm#content>

Ready.gov

<http://www.ready.gov/earthquakes>

**American Red Cross**

<http://www.redcross.org/prepare/disaster/earthquake>



**Civil Disobedience/ Disorder**

Please report any acts of Civil Disobedience/ Disorder to the Security Dispatch Center on 202-208-5803. Upon notification Security will implement internal procedures.



### **Bomb Threat**

Bomb threats should be immediately reported to the Security Dispatch Center on 202-208-5803.

Upon notification of a bomb threat, Security will implement internal procedures. If a building evacuation is initiated (alarmed or non-alarmed), all occupants should evacuate the building and proceed to the designated rally points.

The Departmental Bomb Threat Data Sheet ([Annex B](#)) is a questionnaire that should be completed by the person who receives a bomb threat via a telephone. Individuals receiving bomb threats over the telephone should fill out the Bomb Threat Data Sheet as they take the call. A Bomb Threat Data Sheet should be kept near each telephone so that it may be completed, if possible, while the threat is being received. Collect as much information as possible prior to calling Security officials. It is extremely important to note the exact wording of the threat and complete the Bomb Threat Data Sheet immediately. For additional copies, contact the Office of Law Enforcement and security on 202-208-5111, MIB room 1320.



### **Explosion Within the Facility**

If an explosion occurs within the facility, pull the nearest fire-alarm manual pull station and follow the evacuation procedures. The fire department is notified automatically. If possible, report the explosion to the Security Dispatch Center on 202-208-5803.



## **Explosion Outside of the Facility**

If an explosion occurs outside of the facility, report the explosion to the Security Dispatch Center on 202-208-5803. Upon notification Security will implement internal procedures. A decision will be made to either evacuate the building or Shelter-in-Place depending upon the situation.



## **Suspicious Package/ Person**

### **Suspicious (unattended) Package**

Please report any unattended packages, briefcases, or bags to the Security Dispatch Center on 202-208-5803. DO NOT touch, move, or open any unattended packages, briefcases, bags, etc.

**Suspicious persons** observed inside or surrounding the facility may be a precursor to a criminal or terrorist act. Keep in mind that suspicious activity is not limited to outsiders; disgruntled or mentally unstable employees may also pose a threat.

- Challenge wandering or “lost” visitors walking the halls and escort them to the right office or the nearest security officer.
- Report suspicious people or activity to the Security Dispatch Center on 202-208-5803.
- Lock all drawers and cabinets, office doors, conference rooms, or storage rooms that are regularly unoccupied.
- Never leave a laptop in an unlocked office, meeting area, or other unsecured area.
- Never leave keys, money, checks, or valuables of any kind out in plain view, in unsecured areas or in jacket or coat pockets.



## **Suspicious Mail/ White Powder**

### **What should make me suspect a piece of mail?**

- It is unexpected or from someone you don't know, especially from foreign countries.

- No return address or fictitious return address.
- Improper spelling of names, titles, or locations.
- Distorted hand writing or cut-and-paste lettering.
- It is lopsided or lumpy in appearance.
- Package is discolored, oily, or has an unusual odor.
- It is sealed with excessive amounts of tape.
- Suspicious or threatening messages written on package.
- It is marked with restrictive endorsements such as “Fragile: Handle with Care,” “Rush: Do Not Delay,” “Personal,” or “Confidential.”
- It has excessive postage, no postage, or non-canceled postage.

**What should I do with a suspicious piece of mail?**

- Do not handle a letter or package that you suspect is contaminated.
- Do not shake it, bump it, or sniff it.
- Alert others nearby and advise them to leave the area.
- Turn off fans or A/C units.
- Leave the room and gently close the door or section off the area to prevent others from entering.
- Do not touch your eyes, nose, or other body parts.
- Wash your hands thoroughly with soap and water.
- Notify the Security Dispatch Center on 202-208-5803.
- If material such as a powder, liquid, gas, or aerosol is released from the envelope or parcel, remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- If possible, make a list of all people who were in the room or area, especially those who had actual contact with the substance. Give this list both to law enforcement officials for further investigation and to local public health authorities for proper medical follow-up.

**UNITED STATES POSTAL SERVICE**

# SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

Labels for suspicious mail signs:

- No return address
- Restrictive Markings
- PERSONAL!
- CHIEF EXECUTIVE OFFICER
- 222 N. HARVIE ST.
- PHILADELPHIA, PA 20565
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only
- Incorrect title
- Badly typed or written
- Lopsided or uneven
- Strange odor
- Rigid or bulky
- Excessive tape or string
- Oily stains, discolorations, or crystallization on wrapper
- Operations Manager  
122 M St  
Saville, MO
- DO NOT X RAY TAPE ENCLOSED
- Operations Manager  
5022 D 1st  
Annapolis, MD

- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

**If a parcel is open and/or a threat is identified . . .**

<b>For a Bomb:</b> Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	<b>For Radiological:</b> Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	<b>For Biological or Chemical:</b> Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit
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## Irradiated mail at MIB/SIB

The United States Postal Service (USPS) and the mailroom at the Main Interior Building (MIB) went through major overhauls after the anthrax incident following 9/11, to ensure, to the greatest extent possible, the safety and security of government mail delivered by the USPS to the White House, Congressional offices, and Federal Government offices with zip codes beginning with 202-205, which includes the mailroom at the MIB.

Prior to delivery, to sanitize first class business and letter-size envelopes to the greatest extent possible, the USPS implemented a process called irradiation which directs a high concentration of energy to mail. Upon completion, there is no radiation or radioactivity. This process can delay mail delivery up to five days.

Upon radiation, some mail will become yellowish in color and some papers may become brittle and adhere together. Also, as a reminder, the following items should not be mailed through the USPS to the White House, Congressional offices, and Federal Government offices with zip codes mentioned above because they will be damaged or destroyed:

- Photographic film

- Computer disks
- CDs
- Some electronic equipment (e.g., PDAs)
- Seeds
- Plants
- Other biological material

It should also be noted that irradiated mail that contains plastic (e.g., credit cards, plastic windows on the envelope, an item wrapped in plastic, etc.) may emit odors and other irritants. However, according to tests conducted by the Centers for Disease Control and Prevention (CDC), the odors and irritants do not pose a health hazard.

Upon receipt at the MIB, mail is x-rayed and inspected visually to identify any suspicious mail. When suspicious mail is identified, it is placed in a lock box (sealed container), located in the mailroom and experts are called in to make an assessment of the suspicious mail. Experts are able to safely evaluate the mail while it is sealed in the lock box.

If you handle irradiated mail, below are safety measures for you to follow:

- If you have sensitive skin, wear non-latex, non-powdered gloves when opening mail or ask someone else to open your mail.
- Spread the mail so it can “air out” and open mail in a well-ventilated area if odor or irritation is noticeable.
- Immediately notify your supervisor and/or safety officer if you feel the handling of mail is adversely impacting your health.

Questions pertaining to mail should be directed to OFAS Mail Management on 202-208-4020 or 202-208-2222.



### **Hazardous Materials Incident**

If you notice a hazardous spill or damaged plaster or pipe insulation, contact the Building Manager’s office on 202-208-2222. You should leave the immediate area and caution others not to enter. The Building Manager’s office will assess the situation and take appropriate action.



## **Pandemic Influenza & Other Contagious Diseases**

### **Pandemic**

Pandemic - an epidemic occurring over a very wide area (several countries or continents) and usually affecting a large proportion of the population.

As the contagious disease begins to impact offices, measures to mitigate the impact of pandemic influenza on the workplace should be selectively implemented. These measures would be applied either partially or fully depending on the severity of the contagion in the area.

- Become aware of, and utilize, infection control supplies including soap and water, hand sanitizer, tissues, and waste receptacles.
- Maintain awareness of the situation through up-to-date public health information consistent with the Centers for Disease Control and Prevention (CDC).
- Become aware of protocols for handling employees who exhibit symptoms of the contagious disease while at work and others who were in contact with a suspected case.
- Become aware of the various social distancing practices that your office may implement to limit the spread of this contagious disease.
  - Avoid any mass gatherings of people, such as social events, movie theaters, and mass transportation.
  - In the workplace, employees should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet), not shake hands, and always wash their hands after contact with others.
  - In addition, employers need to minimize situations where groups of people are crowded together, such as in a meeting, and instead use e-mail, phones, text messages, and conference calls to communicate with each other.
  - When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
- Work with your supervisor to establish a telework agreement. (One method of social distancing is teleworking.)

### **Other Contagious Diseases**

Specific guidance will be provided depending upon the threat.



### **Chemical, Biological, Radiological, Nuclear (CBRN) incident**

The OEP Command and Emergency Support Teams have developed operational procedures in response to a terrorist act such as the release of chemical, biological, radiological, or nuclear agents in the vicinity of MIB/SIB. In general, occupants will be directed to Shelter-in-Place in the main corridor of the middle floors. During a Shelter-in-Place event, the heating, ventilation, and air-conditioning system is turned off to separate the indoor atmosphere from a hazardous outdoor environment.

If the release of the CBRN agent occurs within the building, occupants will be evacuated. A determination of the degree of contamination and the necessary decontamination will be done prior to the building being reoccupied.

Any individuals that have been exposed should remove any contaminated clothing and seal it in plastic bags. The individual should then thoroughly wash with soap and water (15 minutes). Decontamination can take place in the gym showers. The individual should seek follow-up medical attention.



### **Chemical Incident**

A hazardous chemical incident such as the release of a nerve agent (e.g., sarin gas) or a blister agent (e.g., mustard gas) might not be immediately apparent because many agents are odorless and colorless and some cause no immediately noticeable effects or symptoms. Be alert to the following signs of the possible presence of hazardous chemical material:

- Difficulty breathing; eye irritation; lost coordination; nausea; burning sensation in the nose, throat, and lungs
- Droplets of oily film on surfaces
- Unusual dead or dying animals in the area
- Unusual liquid sprays or vapors
- Unexplained odors (smell of bitter almonds, peach kernels, newly mown hay or green grass)

- Unusual or unauthorized spraying in the area
- Low-lying clouds or fog unrelated to weather; clouds of dust; or suspended, possibly colored, particles.



### **Biological Attack**

In the event of a targeted biological attack such as an intentional release of anthrax, plague, or other biological agent, occupants will be notified to either evacuate the building or Shelter-in-Place, depending upon where the attack has occurred.

- If the release of the biological agent occurs within the building, occupants should be evacuated. A determination of the degree of contamination and the necessary decontamination will be done prior to the building being reoccupied.



### **Radiological Attack**

A radioactive release from a “dirty bomb” or other nuclear device could expose people and contaminate their surroundings and personal property. As radioactive material spreads, it becomes less concentrated and less harmful. A person exposed to radiation is not necessarily contaminated with radioactive material. A person who has been exposed to radiation has had radioactive waves or particles penetrate the body, like having an x-ray. For a person to be contaminated, radioactive material, in the form of dust, powder, or liquid, must be on or inside of the person’s body.

Radiation can affect the body in a number of ways, and the adverse health effects of exposure may not be apparent for many years. These adverse health effects can range from mild effects, such as skin reddening, to serious effects such as cancer and death. The degree of effect depends on the amount of radiation absorbed by the body (the dose), the type of radiation, the route of exposure, and the length of exposure. Exposure to very large doses of radiation may cause death within a few days or months. Exposure to lower doses of radiation may lead to an increased risk of developing cancer or other adverse health effects later in life.



## **Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes (before law enforcement arrives on the scene), individuals must be prepared both mentally and physically to deal with an active shooter situation.

- Evacuate
  - If there is an accessible escape path, attempt to evacuate the premises.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Prevent individuals from entering an area where an active shooter may be.
  - Do not attempt to move a wounded individual.
  - Call 911 and then the Security Dispatch Center on 202-208-5803, when it is safe to do so.
- Hide out
  - If evacuation is not possible, hide out.
  - If you are in an office, stay there and secure the door.
  - If you are in a hallway, get into a room and secure the door.
  - Stay out of the active shooter's view – preferably behind heavy furniture.
  - Silence your cell phone and turn off any source of noise (e.g., radios, televisions).
  - Remain calm and quiet.
  - Call 911 and then the Security Dispatch Center on 202-208-5803, when it is safe to do so.
- Take Action against the active shooter – as a last resort
  - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her.

- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.
- When Law Enforcement Officers arrive:
  - Remain calm and follow officer's instructions.
  - Put down any items in your hands.
  - Raise hands and keep hands visible at all times.
  - Avoid making quick movements toward officers such as holding on to them for safety.
  - Avoid pointing, screaming, and/or yelling.
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises.
- Information to provide law enforcement or 911 operator:
  - Location of the active shooter.
  - Number of shooters, if more than one.
  - Physical description of shooter(s).
  - Number and type of weapons held by the shooter(s).
  - Number of potential victims at the location.



### **Terrorism Threats: National Terrorism Advisory System**

The National Terrorism Advisory System (NTAS) has replaced the color coded Homeland Security Advisory System that was developed after the 9/11 attacks to indicate the threat level of potential terrorist attacks. Instead of just a general threat level, the NTAS will inform the public of specific threats. The Department of Homeland Security will notify law enforcement and/or specific areas of the public sector of specific or credible terrorism threats. The Interior Operations Center will notify DOI officials of the threat and employees will then be notified via LAN messages. Increased security measures may be put in place in and around the Main and South Interior Buildings and you may need to allow additional time for entering the buildings. Some regular agency activities may have to be curtailed or postponed and some employees may be asked to work from alternate work sites.

**Federal Government Operating Status in the Washington, D.C. Area** OPEN

Federal agencies in the Washington, D.C., area are **OPEN**; employees are expected to report for work on time.

**K. Dismissal, Closure, and Building Operating Status and Information****Dismissal, Closure, and Building Operating Status – MIB/SIB Specific**

Weather or emergency situations in or around the city, including a terrorist incident or lack of appropriations, may cause DOI to dismiss employees during business hours. Notification may be sent to occupants through one or a combination of the following methods: all employee e-mail message, telephone call tree (supervisory notification), local media, public address system, or emergency support personnel using bull horns.

To check the operating status of our buildings, employees can call the emergency information phone number (202-208-6606) or visit the DOI website ([www.doi.gov/emergency/operating\\_status.html](http://www.doi.gov/emergency/operating_status.html)).

**Washington, D.C., Area Dismissal and Closure Procedures**

Sometimes, especially when winter storms occur, the Federal Government (including the MIB and SIB) may be closed before the workday begins, have a delayed arrival time, or have an early departure time (see specific OPM announcements below). Such announcements are made through local radio and television broadcasts. The operating status of the Federal Government is also always available on the website of the Office of Personnel Management ([www.opm.gov](http://www.opm.gov)). Employees with flexible work schedules, on approved leave, on official travel, or who are teleworking or telework ready should check the *Washington, D.C., Area Dismissal and Closure Procedures* for more specific information. Emergency employees are expected to report to their worksites on time unless otherwise directed by their agencies.

Employees should remain aware of potential storms and prepare accordingly. Employees should have a [Grab and Go kit](#) or other emergency kit prepared and stored in their office or car. If you use public transportation, you should review the emergency plans for your transportation provider in the [Washington, DC Evacuation Routes](#) section of this guide and have an alternate transportation plan. If you live too far from the city to safely commute home during a severe weather (e.g., snow) emergency, you should prepare a backup plan, such as staying with a friend. The following announcements may be issued by OPM:

**FEDERAL OFFICES ARE CLOSED TO THE PUBLIC**

Non-emergency employees (including employees on pre-approved paid leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to work.

**FEDERAL AGENCIES IN THE WASHINGTON, D.C., AREA ARE OPEN AND EMPLOYEES HAVE THE OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.**

Non-emergency employees must notify their supervisors of their intent to use unscheduled leave or unscheduled telework (if telework-ready).

**FEDERAL AGENCIES IN THE WASHINGTON, D.C., AREA ARE OPEN UNDER XX HOUR(S) DELAYED ARRIVAL AND EMPLOYEES HAVE THE OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.**

Non-emergency employees should plan their commute so the arrival for work is no more than XX hour(s) later than the employees' normal arrival time or notify their supervisor of their intent to use unscheduled leave or unscheduled telework.

**FEDERAL AGENCIES IN THE WASHINGTON, D.C., AREA ARE OPEN. EMPLOYEES SHOULD DEPART XX HOUR(S) EARLIER THAN THEIR NORMAL DEPARTURE TIMES FROM THE OFFICE.**

Non-emergency employees will be dismissed from their office early relative to their scheduled departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure time. Non-employees may request UNSCHEDULED LEAVE to depart prior to their staggered departure times; however, they will be charged leave for the remainder of their workday and will not be granted excused absence.

**FEDERAL AGENCIES IN THE WASHINGTON, D.C., AREA ARE OPEN. EMPLOYEES SHOULD DEPART XX HOUR(S) EARLIER THAN THEIR NORMAL DEPARTURE TIMES FROM THE OFFICE. EMPLOYEES MUST DEPART AT NO LATER THAN XX: XX AT WHICH TIME FEDERAL OFFICES IN THE WASHINGTON, D.C., AREA ARE CLOSED TO THE PUBLIC.**

Non-emergency employees will be dismissed from their office early relative to their scheduled departure times and will be granted excused absence (administrative leave) for the number of hours remaining in their workday beyond their early departure time. All remaining non-emergency employees whose staggered departure times are later than the final departure time should depart from their offices at the final departure time. Non-employees may request UNSCHEDULED LEAVE to depart prior to their staggered departure times; however, they will be charged leave for the remainder of their workday and will not be granted excused absence.

**IMMEDIATE DEPARTURE—FEDERAL OFFICES ARE CLOSED TO THE PUBLIC**

Non-emergency employees should depart immediately from their offices. All non-emergency employees will be granted excused absence (administrative leave) for the number of hours remaining in their workday. Employees who depart before an immediate departure policy is announced should be charged annual leave or leave without pay beginning at the time the employees left work and for the remainder of their scheduled workday.



## L. DOI Emergency Management Webpage and Information

The DOI Office of Emergency Management has established a webpage ([www.doi.gov/emergency](http://www.doi.gov/emergency)) which contains emergency management and preparedness links for employees and the public. In addition to hazard, threat, and policy information contained on this site, employees can access the D.C. Metro Area Operating Status ([www.doi.gov/emergency/operating\\_status.html](http://www.doi.gov/emergency/operating_status.html)), employee preparedness information, and a link for employees to report their location and status during catastrophic emergencies when a supervisor cannot be reached. The DOI emergency information phone number on 202-208-6606 will provide additional information and instructions.

## M. Emergency Alerts

### CAPITALERT

<http://www.capitalert.gov>



Receive emergency text alerts from any of the city or county governments in D.C. Metro Area. Each offers text alerts specific to their area, including major emergencies, traffic updates, weather reports, and school and government closings. You can pick what kind of text alerts you want, as well as how you receive them.

For areas outside of the D.C. Metro area, you can check with your local county to see if they have an alert system that you can sign-up for. Links to Maryland and Virginia counties can be found on the following websites:

<http://mema.maryland.gov/Pages/LocalEOC.aspx>.

<http://www.vaemergency.gov/social-media/alert-localities>

### Emergency Information Phone Apps

Free Mobile apps for iPhones and Androids provide information and tools to help D.C. metro area residents prepare for and stay informed during emergency situations.

**OPM Alert**

**FEMA**

**DC HSEMA**

**Maryland Prepares**

**Ready Virginia**

**Fairfax County**

**Arlington Prepares**





## N. Other useful websites

U.S. Postal Service - Suspicious Mail

<http://about.usps.com/posters/pos84.pdf>

Centers for Disease Control and Prevention

<http://emergency.cdc.gov>

Occupational Safety & Health Administration

<http://www.osha.gov>

Federal Emergency Management Agency

<http://www.fema.gov>

D.C. Homeland Security & Emergency Management Agency (HSEMA)

<http://www.hsema.dc.gov>

Maryland Emergency Management Agency

<http://www.mema.state.md.us>

Ready.gov

<http://www.ready.gov>

Virginia Department of Emergency Management

<http://www.vaemergency.com>

West Virginia Division of Homeland Security and Emergency Management

<http://www.dhsem.wv.gov>



## O. Washington, D.C. Evacuation Routes

In the event of a civil defense emergency, please listen to emergency evacuation instructions from police or civil authorities. While the natural reaction is to immediately head for home, keep in mind that transit systems and roads will become quickly congested should everyone attempt to leave at once. If authorities urge delaying your departure, please cooperate and everyone will get home faster.

## **Commuter Websites**

Washington Metropolitan Area Transit Authority – Metro

<http://www.wmata.com>

Maryland Transit Administration – MTA bus/ MARC

<http://mta.maryland.gov>

Potomac and Rappahannock Transportation Commission (PRTC)

<http://prtctransit.org>

Virginia Rail Express (VRE)

<http://vre.org>

District of Columbia Department of Transportation

<http://ddot.dc.gov>

Maryland Department of Transportation

<http://www.mdot.maryland.gov>

Virginia Department of Transportation

<http://www.virginiadot.org>

West Virginia Department of Transportation

<http://www.transportation.wv.gov>



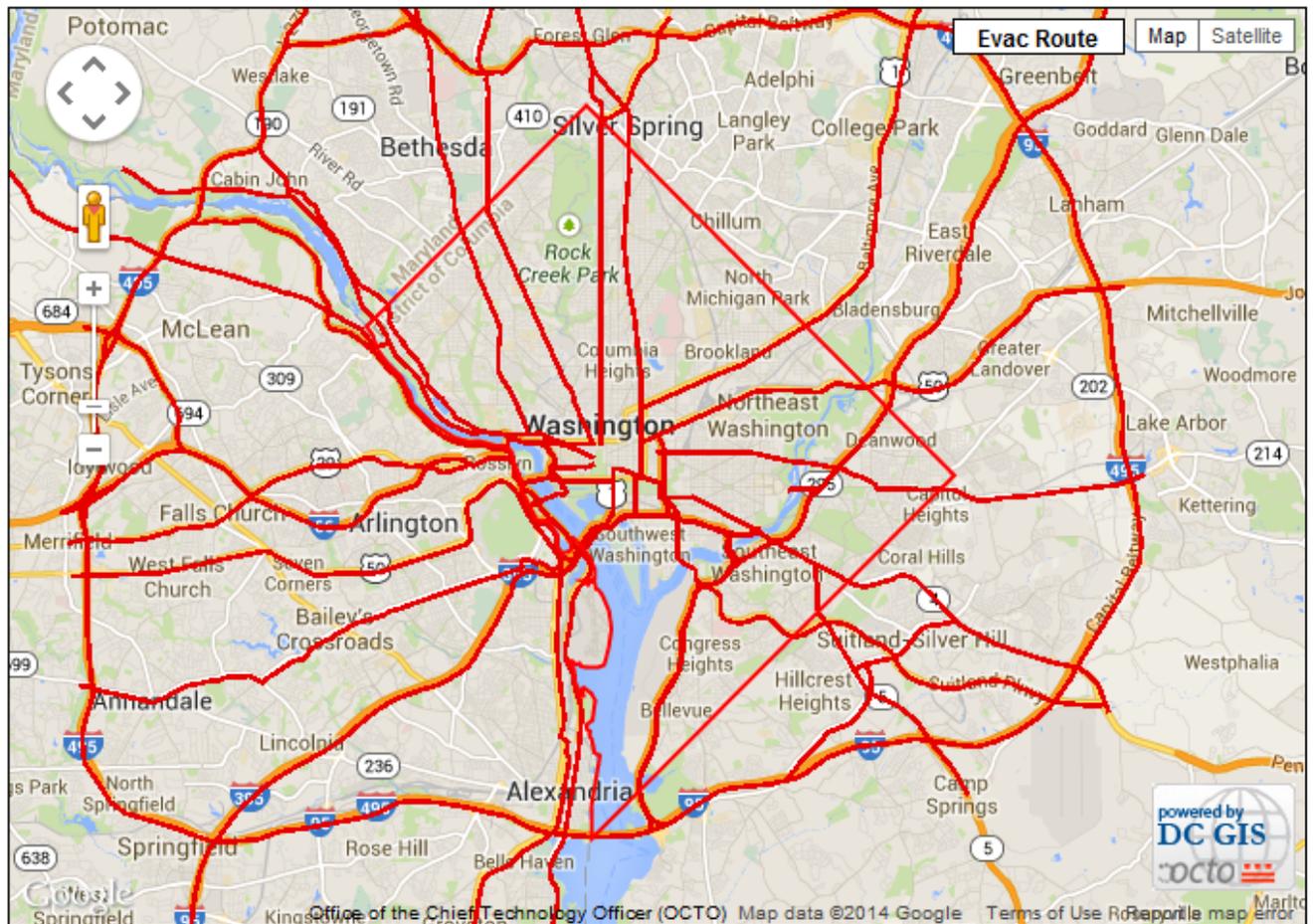
## **Evacuation by Vehicle**

The region has identified nineteen (19) corridors radiating from downtown Washington, D.C. as emergency event/evacuation routes. Each of the routes extends to the Capital Beltway (I-495) and beyond. Evacuation routes are identified by street signs (green sign with street name) which include the red and white District flag (3 red stars located above 2 red bars) and a blue evacuation sign attached. Inbound signs show images of monuments.

Pennsylvania Avenue, NW, between Rock Creek Park and the US Capitol serves as the dividing line for egress routes. When evacuation is ordered, motorists north of Pennsylvania Avenue will be directed North, East, and West on radial evacuation routes; motorists south of Pennsylvania Avenue will be directed South, East, and West on radial evacuation routes. None of the evacuation routes cross and no vehicles will be permitted to cross Pennsylvania Avenue during an emergency evacuation.

During a major event or emergency situation, radial evacuation routes featuring traffic signals will be retimed. Selected traffic signals on each radial corridor will be recalibrated to operate on a cycle length of 240 seconds (4 minutes) with maximum green time allocated to the main street. Signalized intersections between these selected traffic signals will be operated on flash with yellow for the main street and red for the side street. In addition, some intersections on the

evacuation routes within Washington, D.C. will be manned with uniformed police officers to expedite the flow of traffic and to prevent bottlenecks.



### **Evacuation by Metro and Metrobus (WMATA)**

If possible Metro will ramp up services during an emergency. However, you cannot assume that Metro will be able to handle everyone who drove into the city as well as those who commuted via Metro. Assume that there will be long lines and delays and plan alternate routes. Through Metro eAlerts, you can be notified of Metro service disruptions via email or text messages ([http://www.wmata.com/rider\\_tools/ealerts](http://www.wmata.com/rider_tools/ealerts)).

### **Snow Emergency**

Metro makes every effort to operate the bus and rail system during adverse weather. However, if normal service cannot be operated safely, Metro adjusts its service to service levels appropriate

to the severity of the weather. For more information, see [http://www.wmata.com/getting\\_around/safety\\_security/snowmap.cfm](http://www.wmata.com/getting_around/safety_security/snowmap.cfm).

### **Metrorail**

Metrorail will operate very close to a normal schedule in snowfall of up to six inches. However, once snow reaches a depth of eight inches, Metrorail may suspend service above ground.

### **Metrobus**

During inclement weather, as conditions deteriorate, Metrobus service will be modified as local road conditions change. Metrobus will first reduce service, and then limit service to snow emergency routes. However, if snow accumulates to unsafe levels, Metro will halt all bus service until it is safe to resume service.

### **MetroAccess**

MetroAccess will operate during inclement weather, but service will be modified throughout the day as road and walkway conditions deteriorate causing unsafe conditions. If roadways or walkways become unsafe, MetroAccess will stop all service until it is safe to resume service.



## **Evacuation by MTA Commuter Bus**

### **Weather and Snow Emergency**

Once the U.S. Office of Personnel Management (OPM) authorizes an early release of federal workers due to inclement weather or miscellaneous events, the MTA will determine if coaches are available to depart according to a modified schedule. Commuters should understand that the MTA requires sufficient advance notice in order to mobilize coaches for early departures with its individual service providers. For the latest information on schedule changes, service disruptions, and other news sign up for MTA's e-mail alert service (<http://mta.maryland.gov/enotifications>)

In response to possible OPM early dismissal announcements, the MTA has established three individual release timetables. Each of these early release schedules is printed in the individual route brochures published by the MTA. Each commuter must refer to the first departure time for each of these modified schedules to calculate when a bus is scheduled to arrive at their stop along the route:

- If an early dismissal is before 1:00 p.m., the MTA will follow the 1:00 p.m. departure schedule
- If an early dismissal is before 2:00 p.m., the MTA will follow the 2:00 p.m. departure schedule,

- If an early dismissal occurs after 2:00 p.m., all coach service will operate on a normal afternoon schedule. All midday trips will operate on a regular schedule.

### **Plans for Washington D.C. Riders in a Civil Defense Emergency**

The following information will help Commuter Bus riders plan how to get home in the event of a civil defense emergency. The actual response will depend on the location, time of day, nature and severity of the incident, and the response of operating motor coach companies. The MTA will make every effort to provide alternate service for its passengers. Any additional information will be posted on <http://mta.maryland.gov> or sent via e-notice alerts.

These plans are to be used only in extreme civil defense emergencies. Follow the normal Weather and Snow Emergency Plan for any weather-related early release from workplaces or schools. Routes and emergency plans are subject to change without notice. The MTA recommends its riders prepare alternate plans to return home. One option should involve public transportation and another should not be dependent upon transit services.

### **If Metrorail is Operational**

<b>Route</b>	<b>Action to Be Taken</b>
Routes 901, 902, 905, 907 & 909	Take the Metrorail Green Line to Branch Avenue Station. Motor coaches will be dispatched from this location as passenger demand warrants.
Routes 903 & 904	Take the Metrorail Green Line to Suitland Station. Motor coaches will be dispatched from this location as passenger demand warrants.
Routes 915 & 929	Take the Metrorail Red Line to the Silver Spring Station. Motor coaches will be dispatched from this location as passenger demand warrants.
Routes 922 & 950	Take the Metrorail Orange Line to New Carrollton Station. Motor coaches will be dispatched from this location as passenger demand warrants.
Route 991	Take the Metrorail Red Line to the Shady Grove Station. Motor coaches will be dispatched from this location as passenger demand warrants.
Route 995	Take the Metrorail Green Line to the Greenbelt Station. Motor coaches will be dispatched from this location as passenger demand warrants.

### **If Metrorail is NOT Operational**

<b>Route</b>	<b>Action to Be Taken</b>
Routes 901, 902, 903, 904, 905, 907 & 909	Commuters should make their way to 7th & Maryland Ave, S.W. Motor coaches will be dispatched from this location as passenger demand warrants.
Routes 915, 929 & 995	Commuters should make their way to 15th & P Sts., N.W. Motor coaches will be dispatched from this location as passenger demand warrants.
Routes 922 & 950	Commuters should make their way to New York Avenue between 7th & 9th Sts., N.W. Motor coaches will be dispatched from this location as passenger demand warrants.
Route 991	Route 991 commuters are advised that a departure from within Washington D.C. may rely on a transit mode alternative provided by WMATA in the event that the Metrorail is inoperable. Because most 991 riders use Metrorail for diverse destinations within the region, motor coaches must operate the regular route from the Rock Spring Business Park to Frederick (Monocacy MARC Station) via the Shady Grove Metrorail station and the Urbana Park & ride.



### **Evacuation by Potomac and Rappahannock Transportation Commission (PRTC) bus**

The Potomac and Rappahannock Transportation Commission will offer full service whenever possible. PRTC Rider Express will notify subscribers of emergency situations, traffic problems, and important information (<http://prtcriderepress.com>).

### **Snow Emergency**

- The Emergency Service Plan (ESP) may be independently activated for OmniRide, Metro Direct and OmniLink / Cross County Connector services based on emergency conditions.
- Roads that are unsafe for bus travel will not be serviced. (See <http://prtctransit.org/myprtc/esp.php> for specific route information)
- Bus stop signs with a snowflake sticker ARE NOT SERVED when the ESP is in effect.

### **OmniRide and MetroDirect**

- OmniRide commuter buses will transport passengers from the West Falls Church and Franconia-Springfield Metrorail stations only. **(No service from D.C., Pentagon, Crystal City, Rosslyn/Ballston, Tysons Corner or Vienna Metro)**
- All buses on the Manassas OmniRide, Tysons Express OmniRide, Manassas Metro Direct and Linton Hall Metro Direct routes will operate from the West Falls Church Metrorail station only. All other OmniRide routes and the Prince William Metro Direct will operate from the Franconia-Springfield Metro station.
- OmniRide service will begin at 12 noon with the last buses departing at 7:30 p.m.
- OmniRide buses (except for Tysons Express OmniRide) will leave the Metro stations about every 20 minutes until 7:30 p.m.
- Prince William Metro Direct and Manassas Metro Direct buses will operate until the last published departure time.
- Tysons Express OmniRide and Linton Hall Metro Direct buses will leave the West Falls Church Metro station every hour on the hour until 7 p.m. (If the bus is full, it will immediately depart and the next bus will resume departures on the hour.) A final bus will depart at 7:30 p.m.
- At West Falls Church, passengers can find PRTC buses on the Upper Level by bearing right when exiting the Metro station and looking for the OmniRide bus stop sign. At Franconia-Springfield, passengers can find PRTC buses by bearing left when exiting the Metro station. Some PRTC buses will use the OmniRide bus stop while others will stop past the Greyhound station.
- Buses will follow normal routing as long as the streets are safe for bus travel.

### **OmniLink and Cross County Connector**

- OmniLink local buses will operate the emergency service plan all day long and Snow Routing will be in effect if inclement weather is predicted for any time during the day. (<http://prtctransit.org/myprtc/esp.php>).
- OmniLink local buses **WILL NOT** make off-route trips.
- The Cross County Connector will operate according to published schedules as road conditions allow.

### **For Non-Winter Weather Events**

Along with winter weather, there are other challenging conditions that can impact travel in PRTC's service area. Traffic jams, road closures, political rallies, and miscellaneous events that simply can't be predicted can all affect PRTC's services. When events such as these occur, PRTC may find it necessary to implement the Emergency Service Plan (ESP). PRTC will do its best to notify customers through the established methods of communication and to get buses to the Metro stations as quickly as possible. The ESP may be independently activated for OmniRide, Metro Direct and OmniLink / Cross County Connector services based on emergency conditions.

### **OmniRide and MetroDirect**

- Unless circumstances dictate otherwise, midday trips (MX buses) will operate along regular local routing to/from the Metro stations with return trips departing the station at the time they are scheduled to depart the Pentagon.
- In the afternoon, service from the Metrorail stations will be as described in the ESP for Winter Weather Events, except afternoon **service will begin at 2 p.m. instead of 12 noon**, unless circumstances dictate otherwise.

### **OmniLink and Cross County Connector**

Because OmniLink and Cross County Connector buses operate only in the local area, PRTC does not anticipate needing to implement the ESP for Non-Winter Weather Events for these services. However, if activation is required, buses will operate along standard routes and will serve all signed PRTC bus stops.



### **Evacuation by Maryland Commuter Trains (MARC)**

ONLY trains designated with an "S" at the top of the column will operate when severe weather conditions or special circumstances warrant. On days of heavy snowfall or other severe weather, MARC will operate this special schedule. Stops marked with an "S" will also be made when this service is in effect. For the latest information on schedule changes, service disruptions, and other news sign up for MARC's e-mail alert service (<http://mta.maryland.gov/enotifications>).



### **Evacuation by Virginia Commuter Trains (VRE)**

In times of inclement weather, or other service disruptions, VRE will operate the "S" Schedule, which means that only the trains designated with an "S" will run. For the latest information on schedule changes, service disruptions, and other news sign up for VRE's Train Talk e-mail alert service ([VRE Train Talk](#)). VRE recommends that riders have pre-planned alternate transportation.

VRE does not own the right of way (tracks) on which it operates; CSX, Norfolk Southern, and AMTRAK own the right of way. Train operations and capacity are tightly choreographed in this area because it is a highly used corridor for passenger (AMTRAK), commuter (VRE), and freight trains. VRE trains are given precedence during their operating times in the a.m. and p.m. and freight trains operated by CSX and Norfolk Southern have precedence at other times. In the event of an emergency evacuation, it may take time to clear the tracks to allow the VRE trains to operate outside of their normal schedule.

In the event that VRE is unable to operate its trains has to get its ridership out to their final destinations, they will request buses from the local transit agencies in the region. However, the availability of buses is not guaranteed and may take several hours of lead time to arrange bus service.

VRE will also open the "Metro option". This allows passengers to ride Metro to Franconia Springfield Station or to King Street Alexandria Station and arrange for alternate transportation to their final destination.

### 5. Floor Plans with Building Evacuation Routes

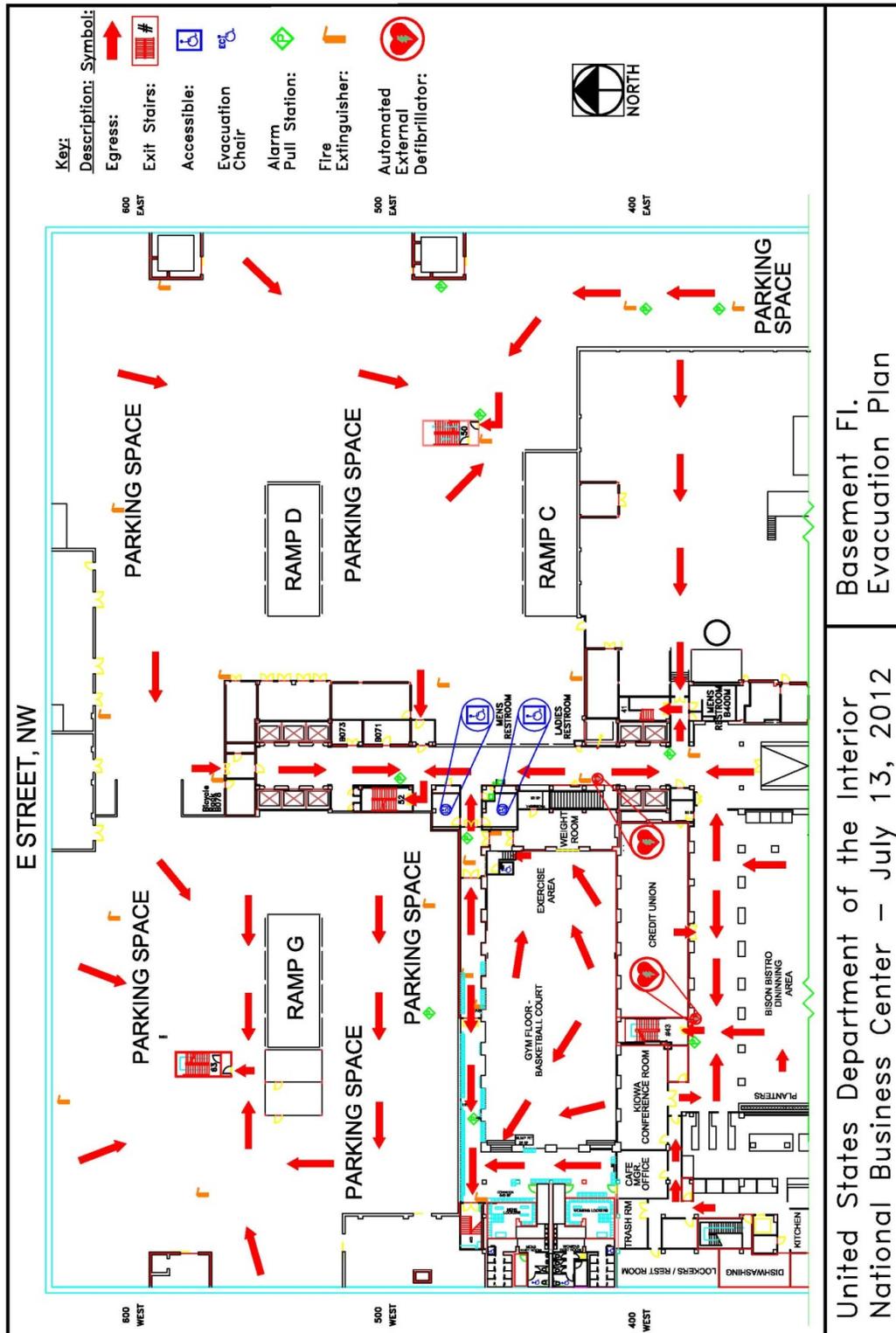


Figure 1 Main Interior Building Basement – Northend

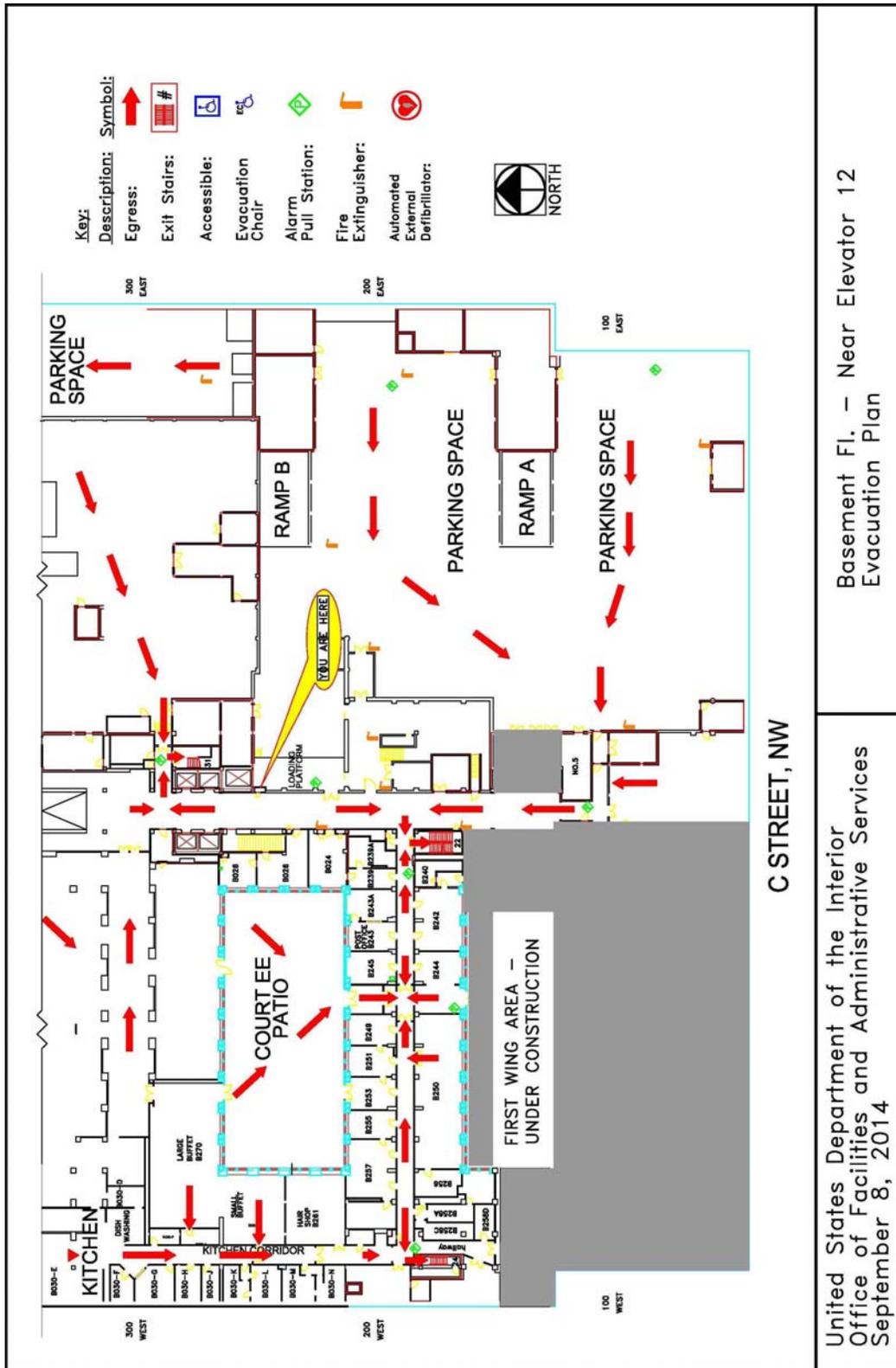


Figure 2 Main Interior Building Basement – Southend

Basement Fl. – Near Elevator 12  
Evacuation Plan

United States Department of the Interior  
Office of Facilities and Administrative Services  
September 8, 2014

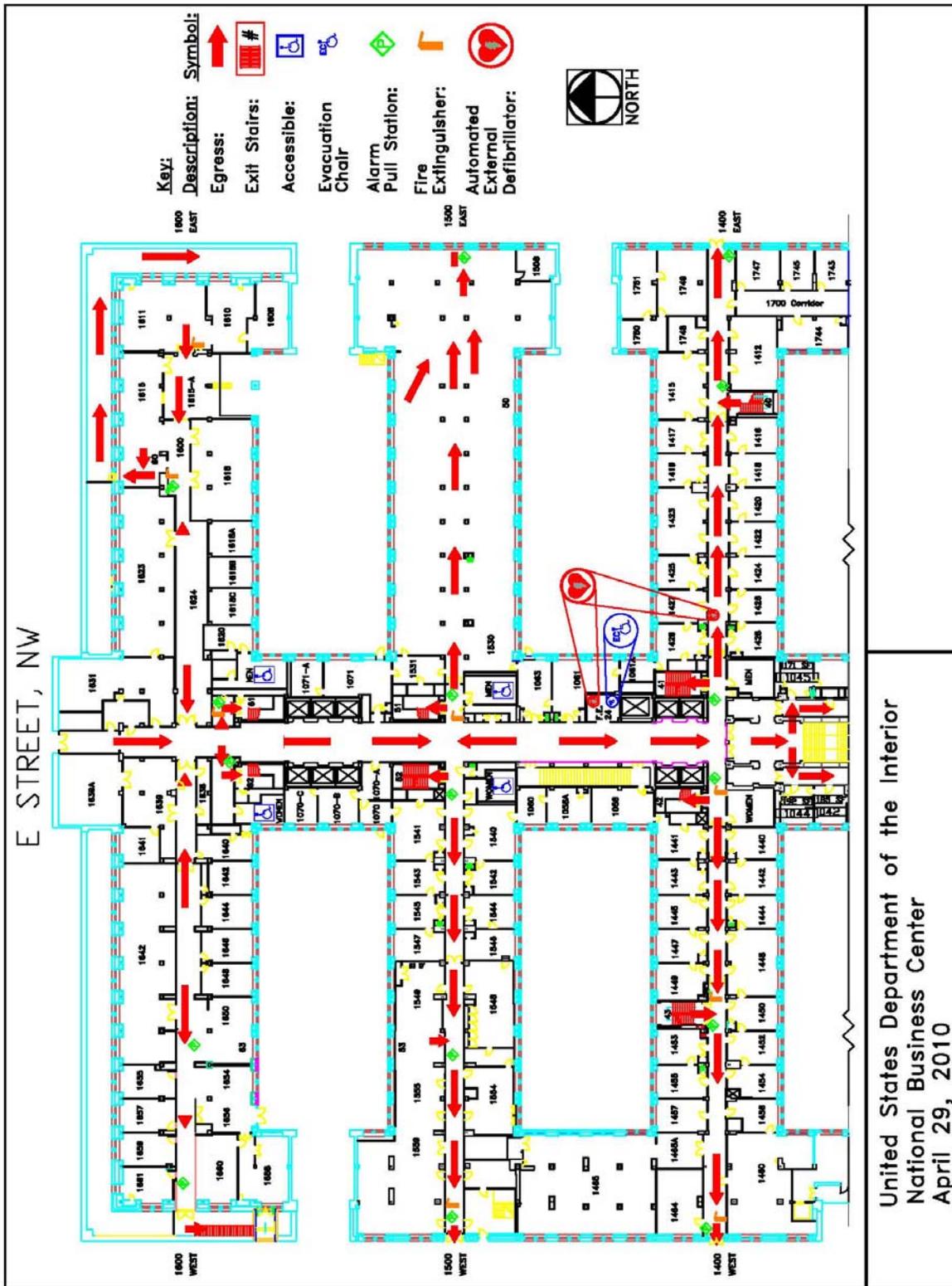


Figure 3 Main Interior Building 1<sup>st</sup> Floor – Northend

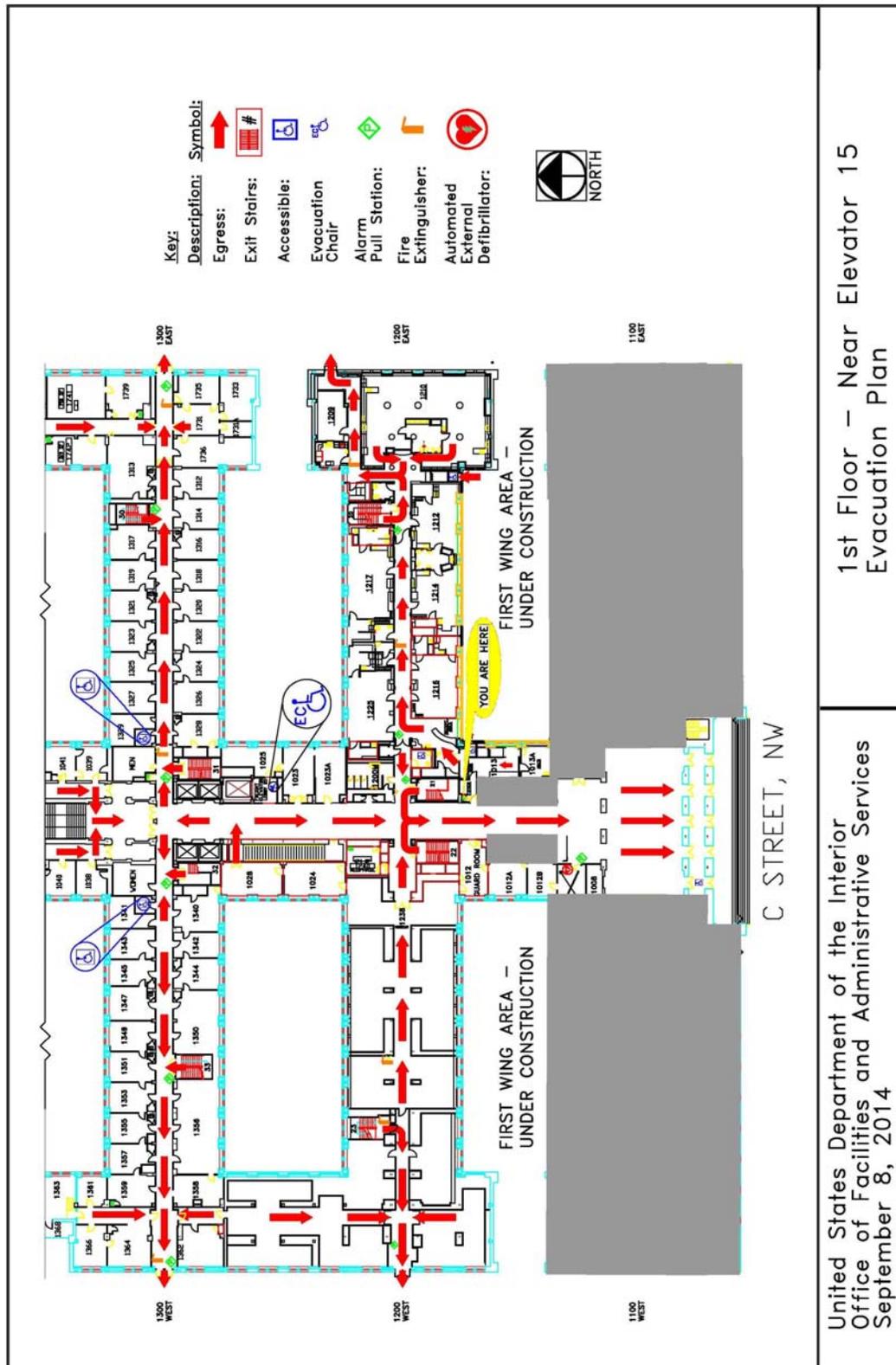


Figure 4 Main Interior Building 1<sup>st</sup> Floor – Southend

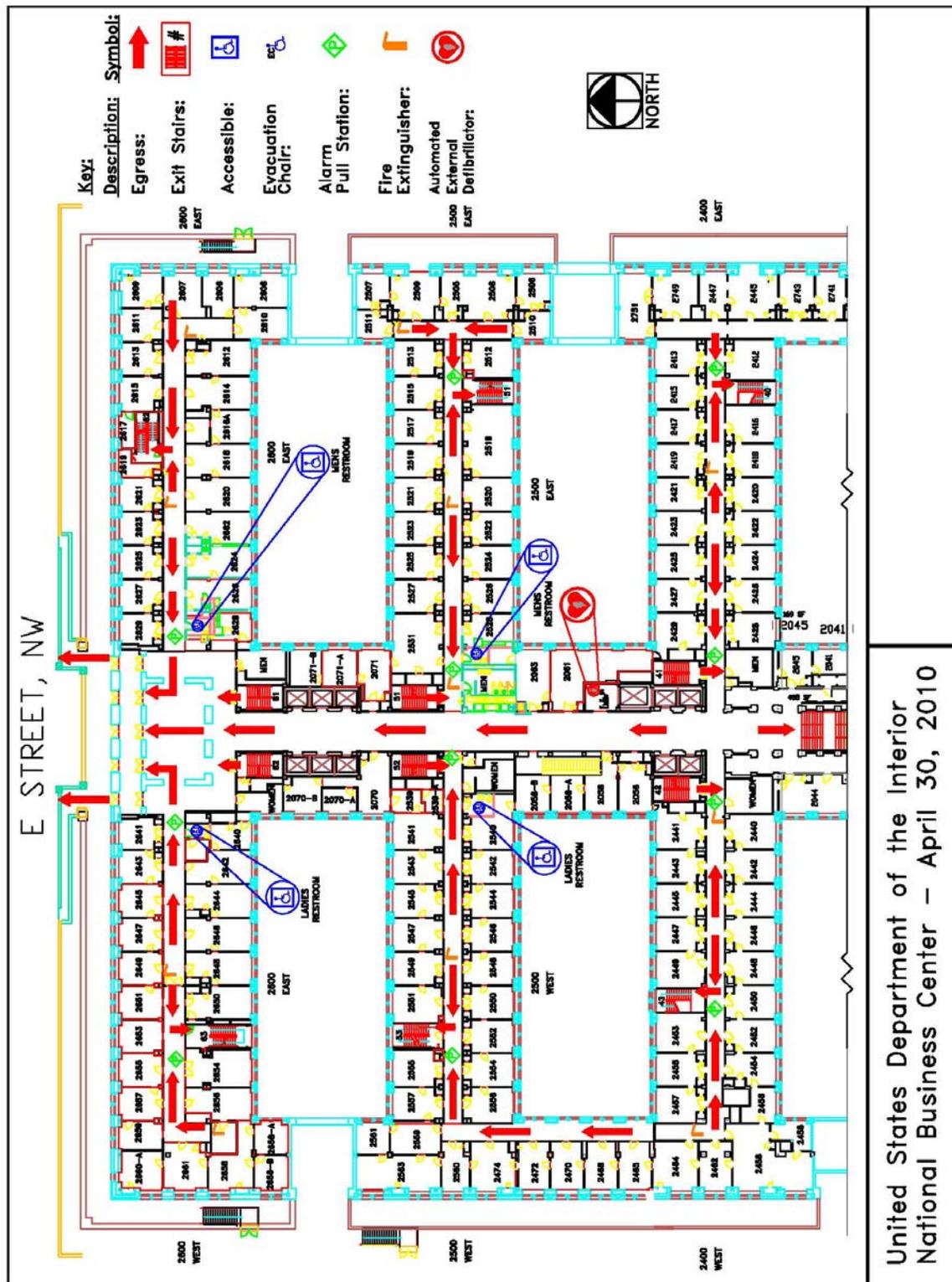
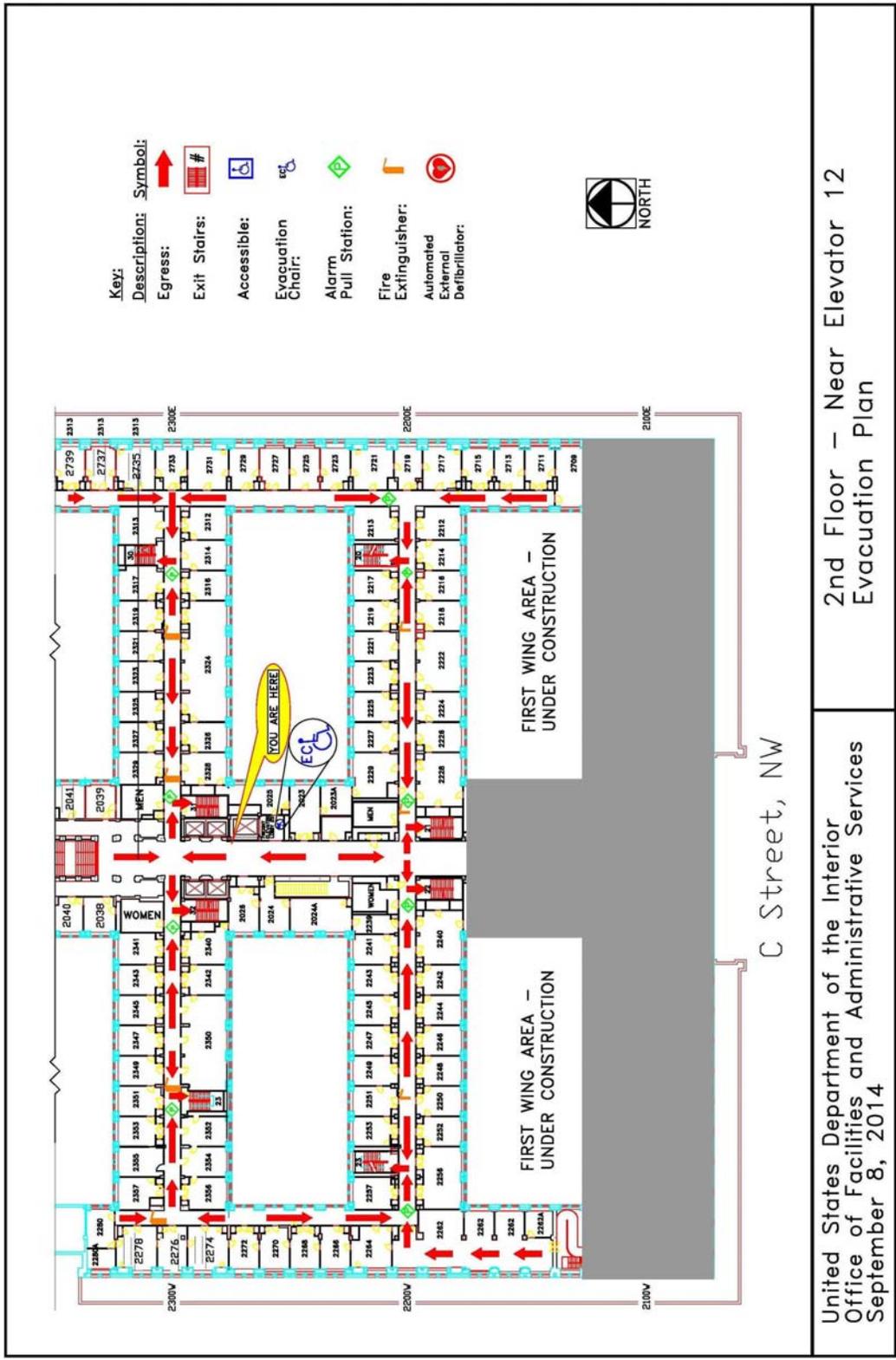


Figure 5 Main Interior Building 2<sup>nd</sup> Floor – Northend



2nd Floor - Near Elevator 12  
Evacuation Plan

United States Department of the Interior  
Office of Facilities and Administrative Services  
September 8, 2014

Figure 6 Main Interior Building 2<sup>nd</sup> Floor - Southend

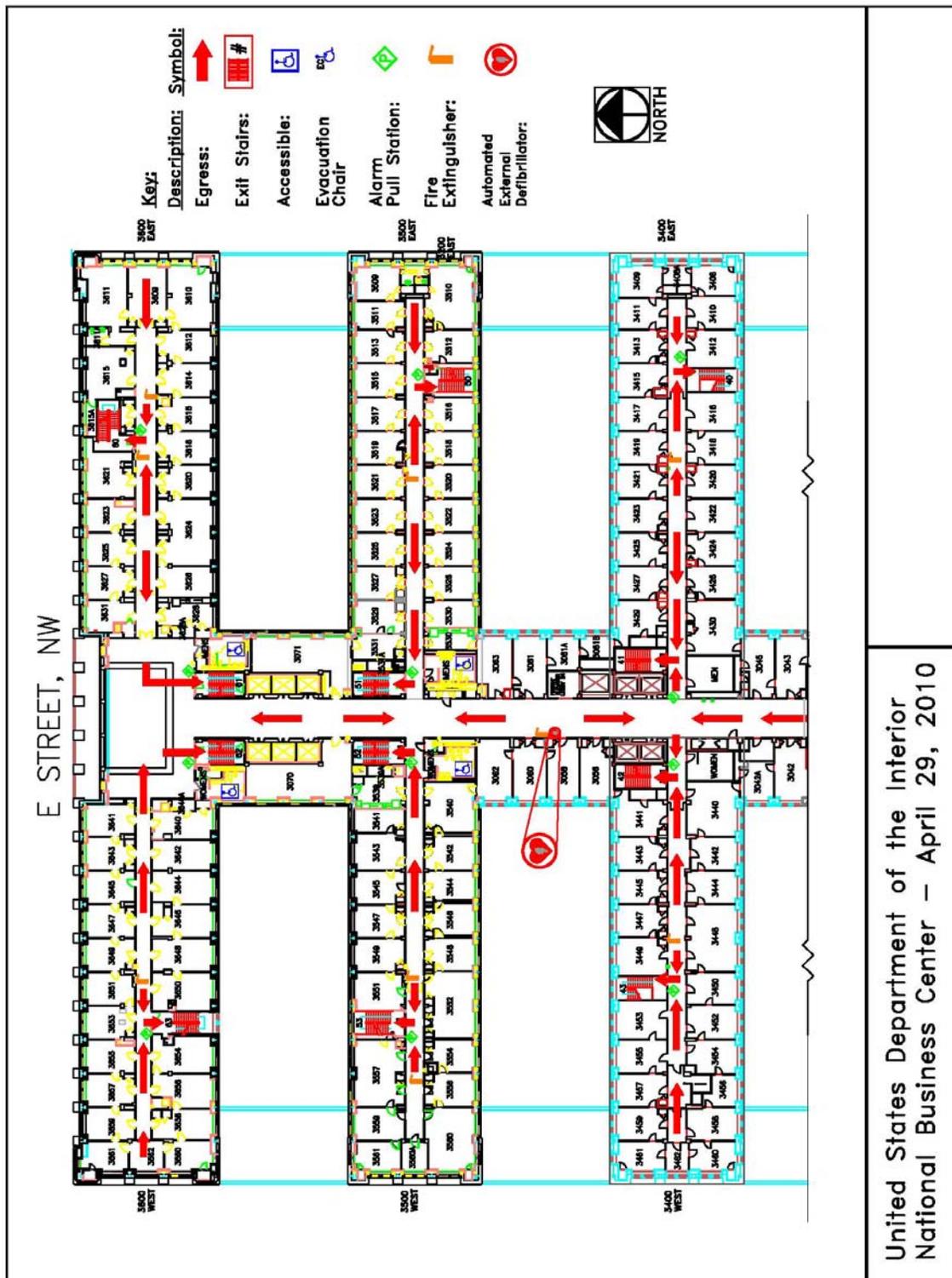


Figure 7 Main Interior Building 3<sup>rd</sup> Floor – Northend

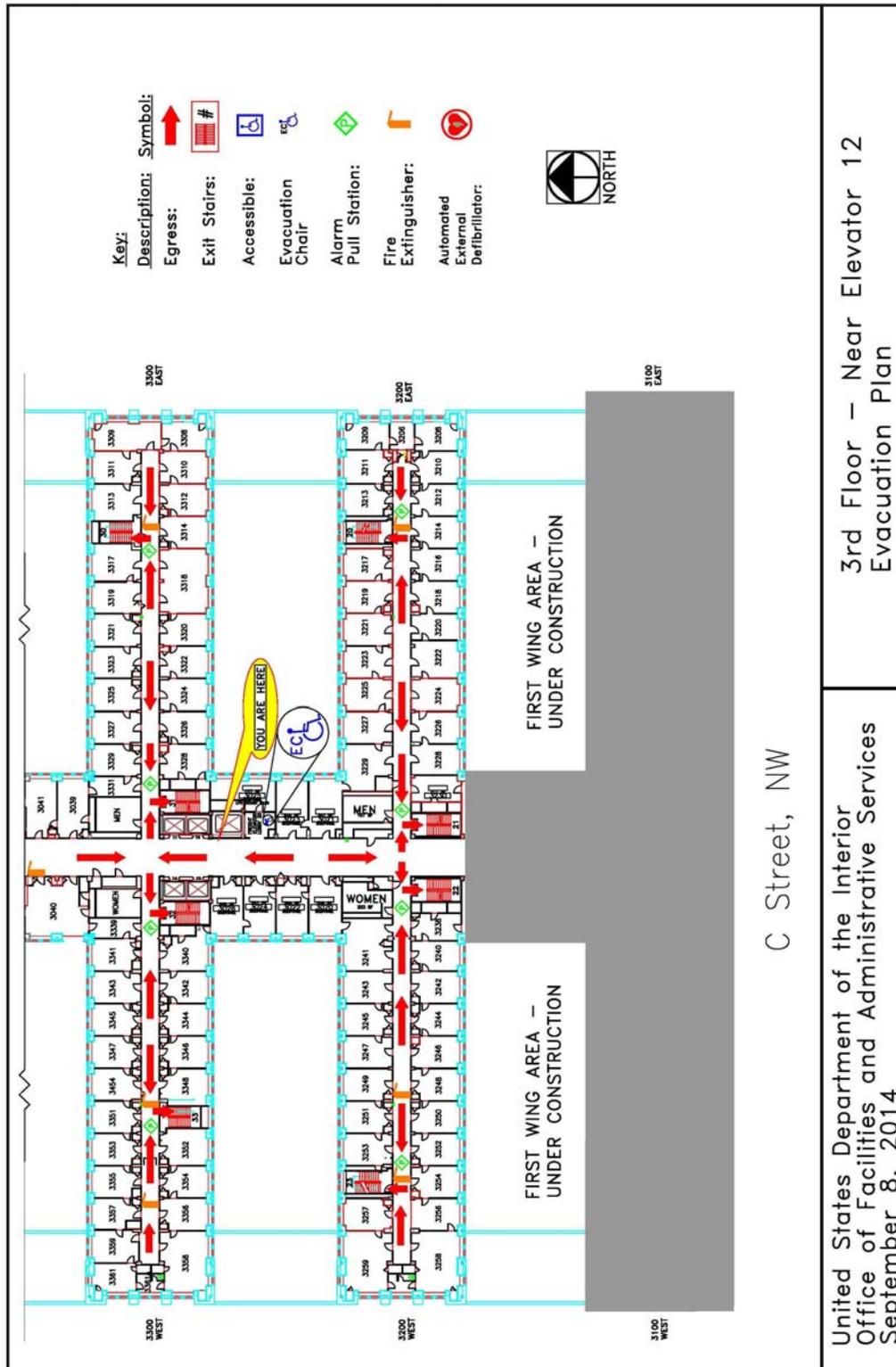


Figure 8 Main Interior Building 3<sup>rd</sup> Floor – Southend

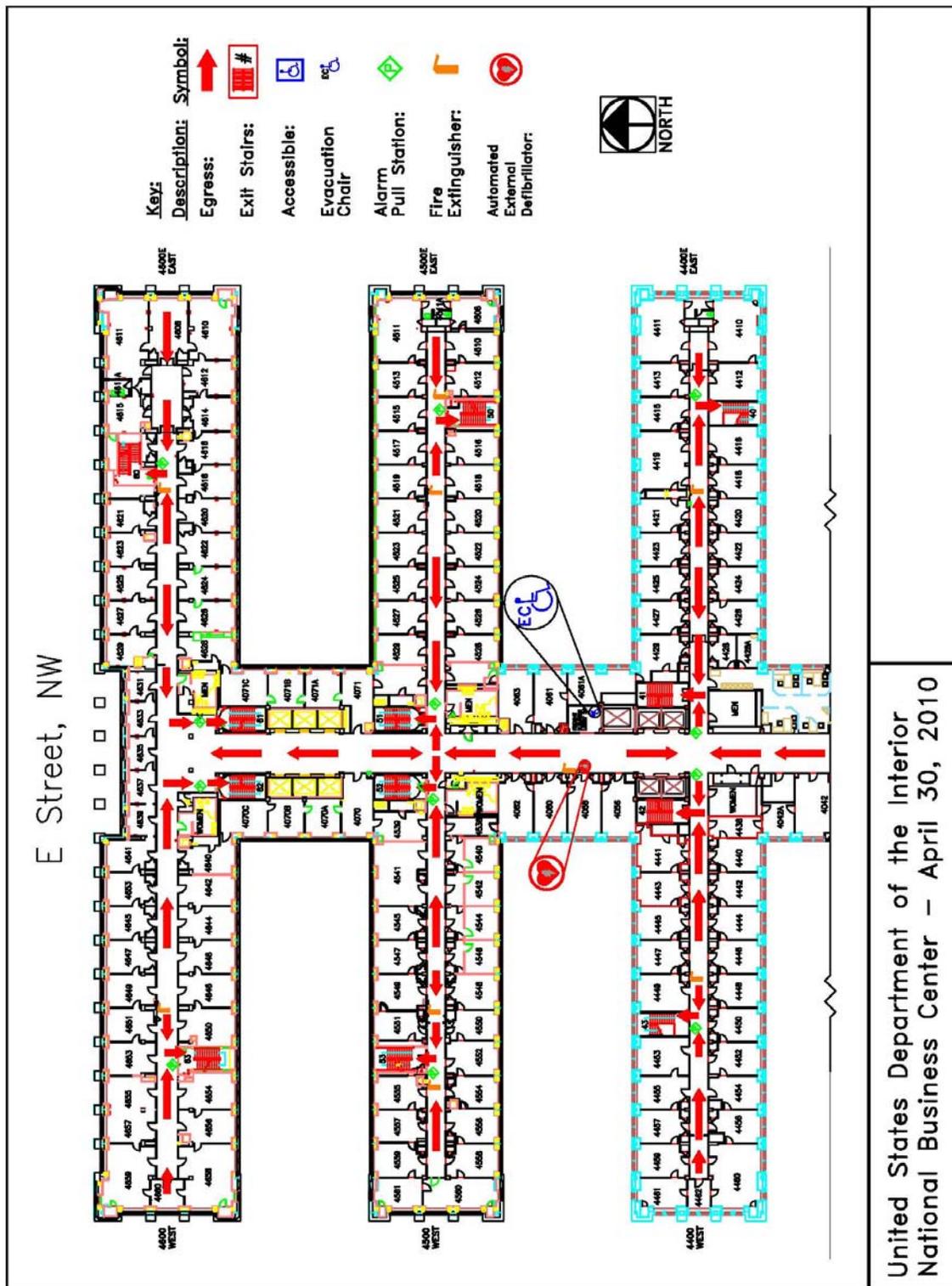
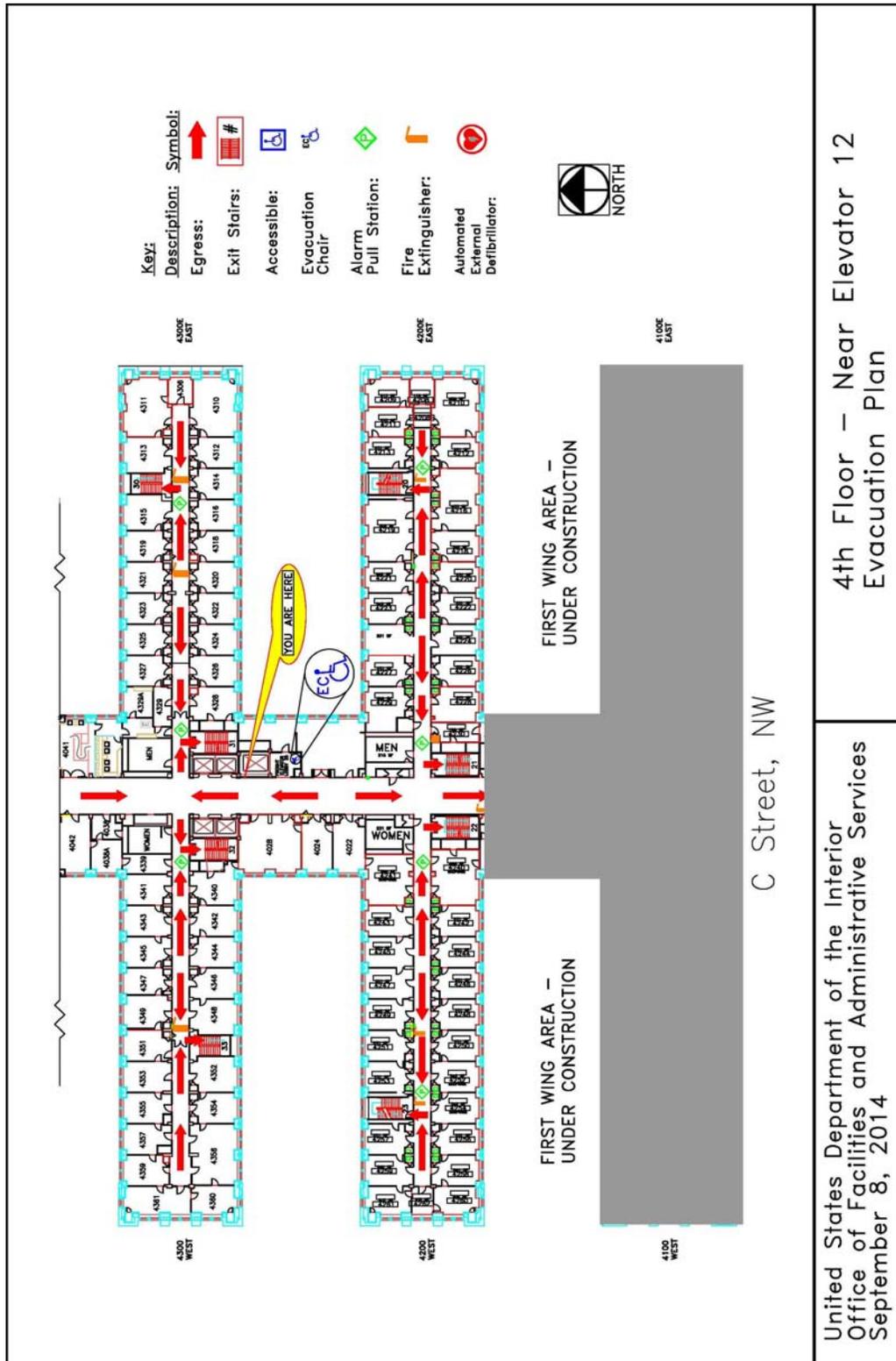


Figure 9 Main Interior Building 4<sup>th</sup> Floor – Northend



4th Floor – Near Elevator 12  
Evacuation Plan

United States Department of the Interior  
Office of Facilities and Administrative Services  
September 8, 2014

Figure 10 Main Interior Building 4<sup>th</sup> Floor – Southend

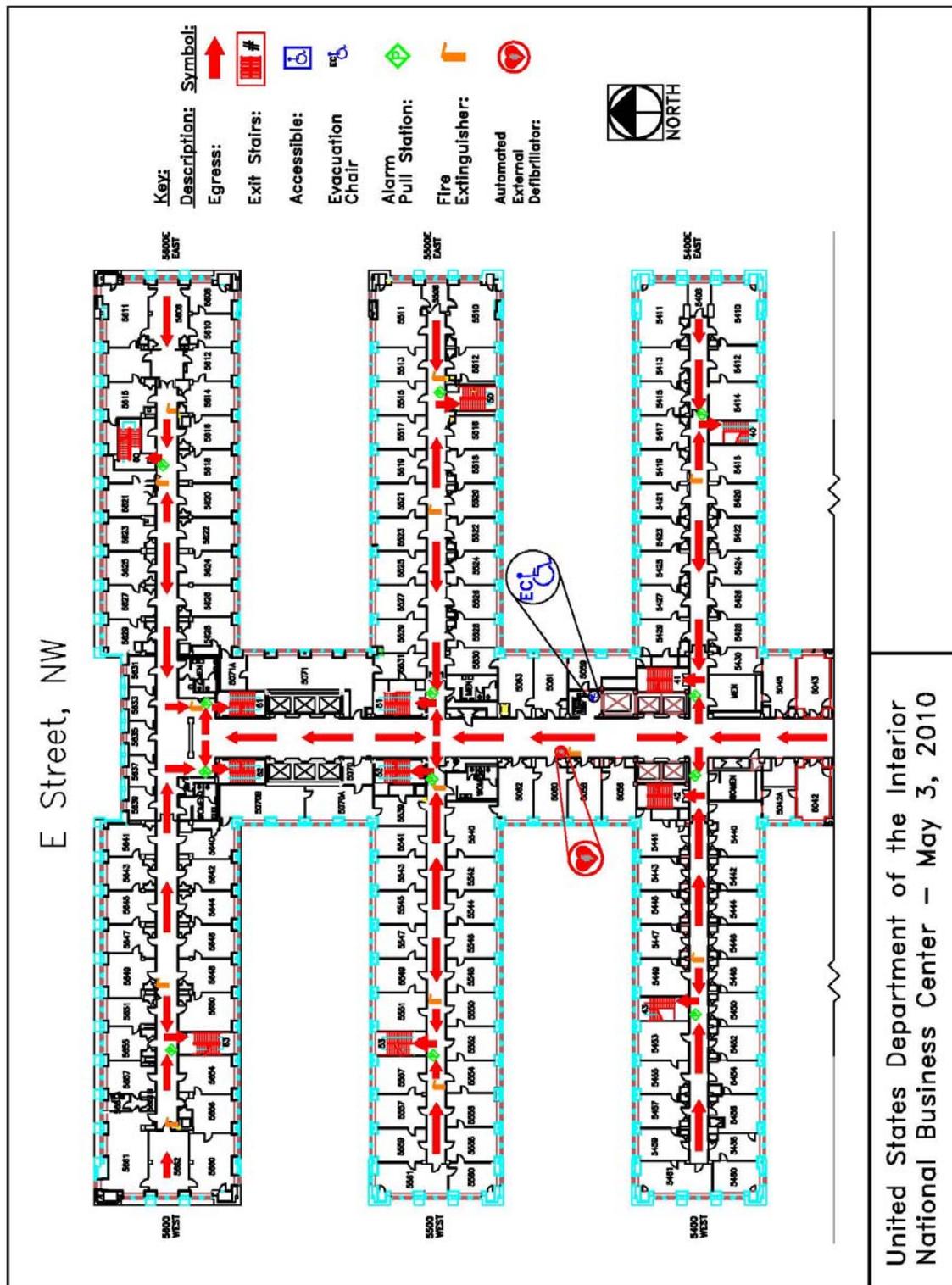
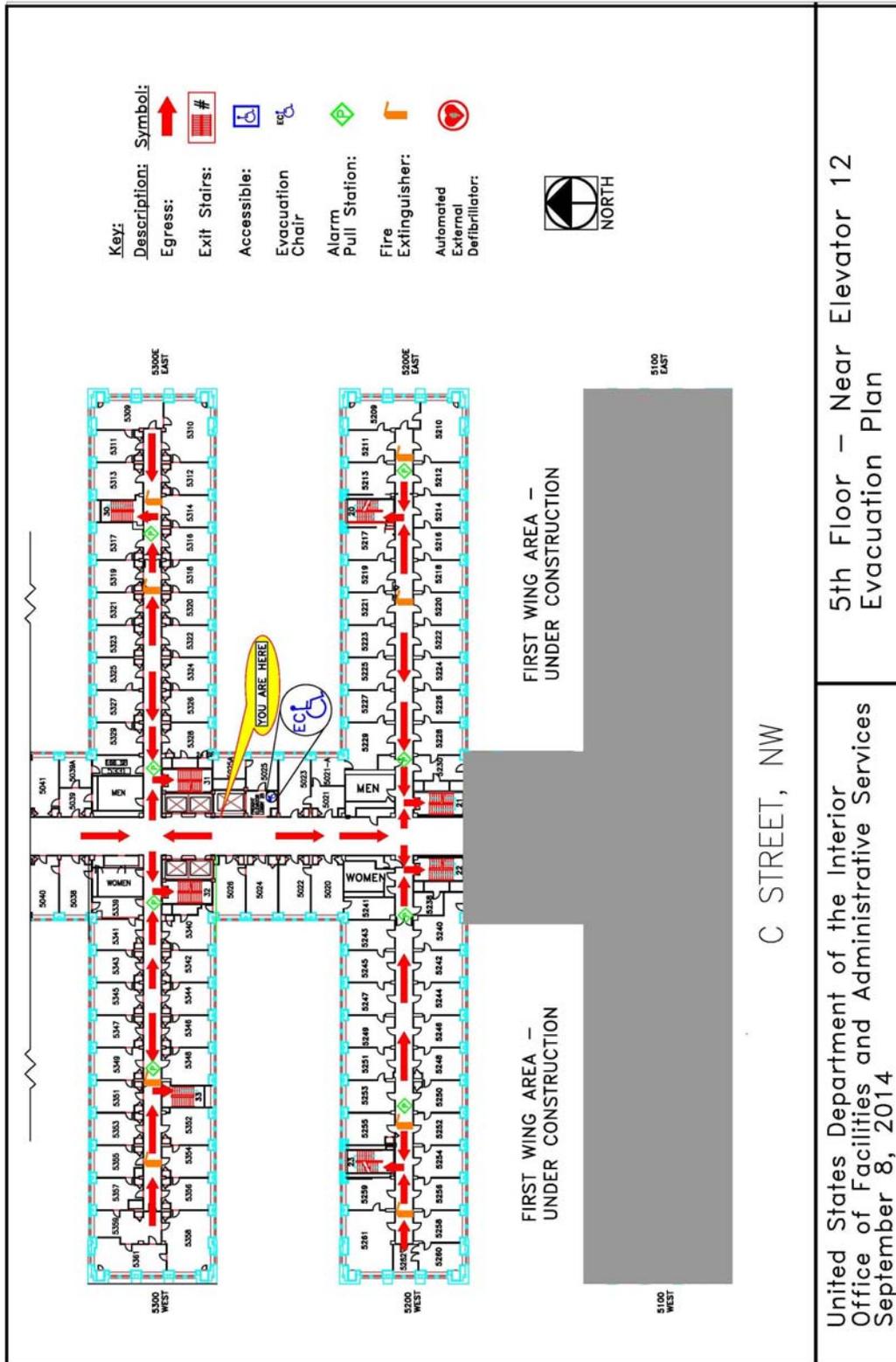


Figure 11 Main Interior Building 5<sup>th</sup> Floor – Northend



5th Floor – Near Elevator 12  
Evacuation Plan

United States Department of the Interior  
Office of Facilities and Administrative Services  
September 8, 2014

Figure 12 Main Interior Building 5<sup>th</sup> Floor – Southend

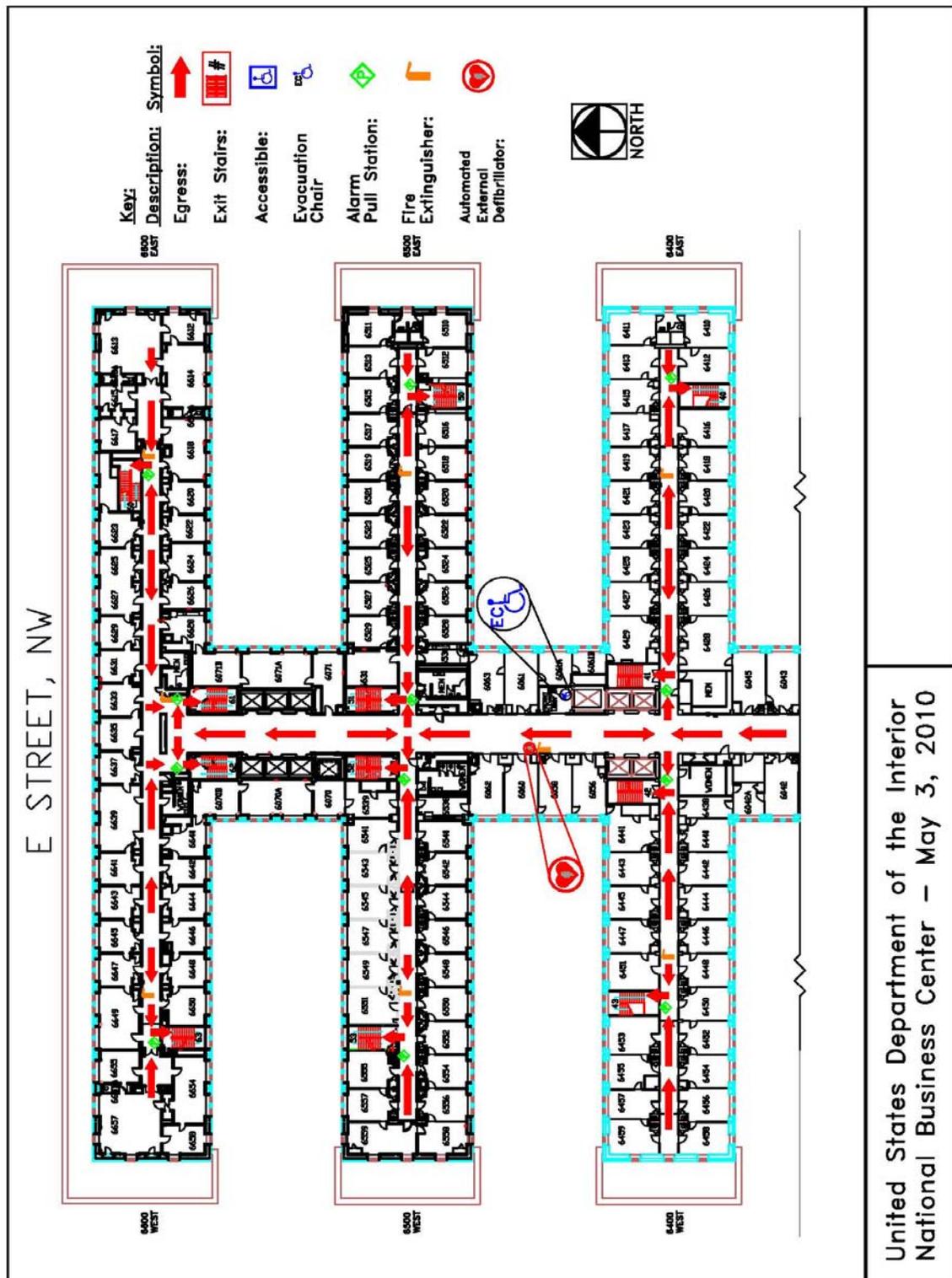


Figure 13 Main Interior Building 6<sup>th</sup> Floor – Northend

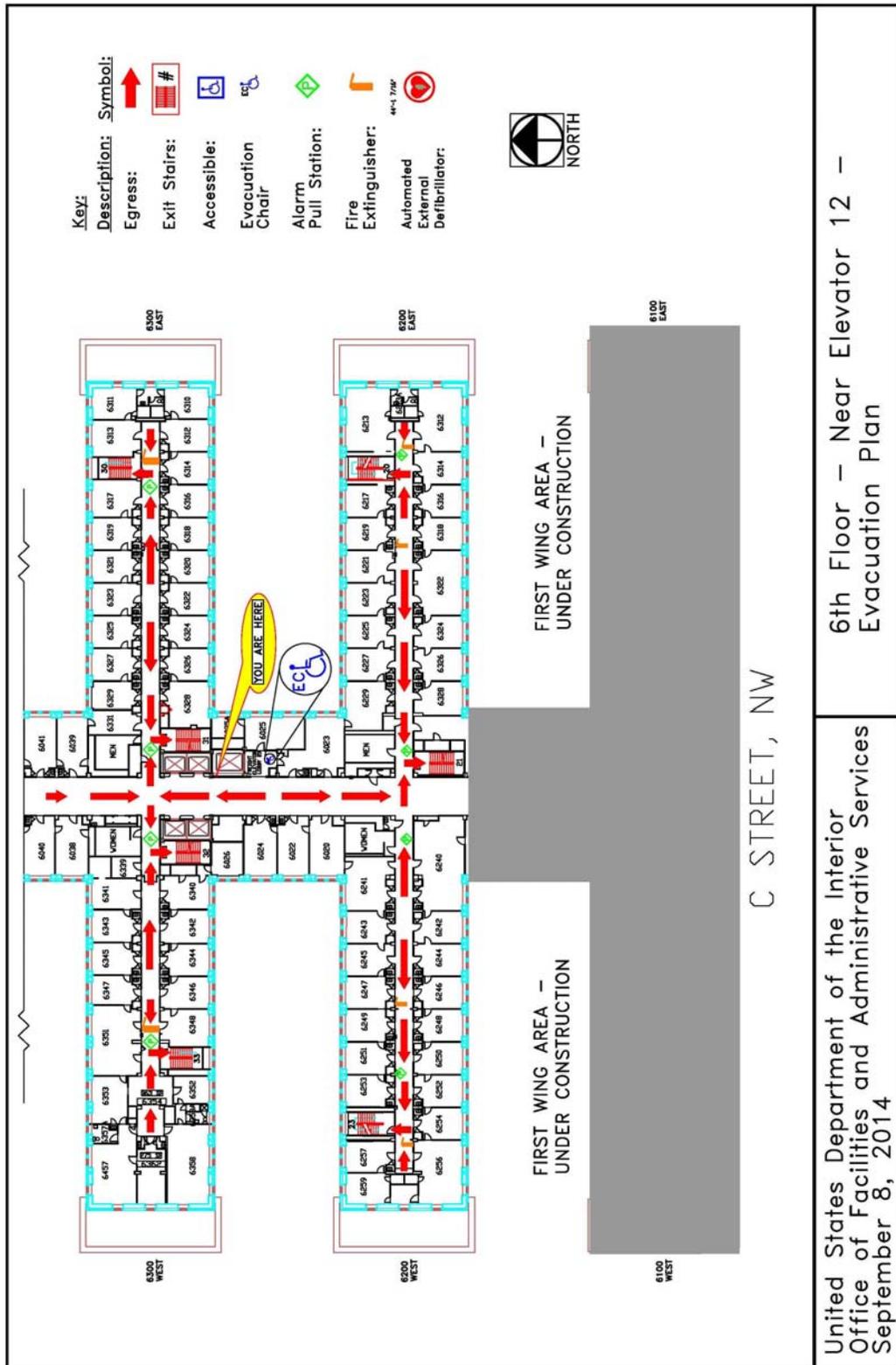


Figure 14 Main Interior Building 6<sup>th</sup> Floor – Southend

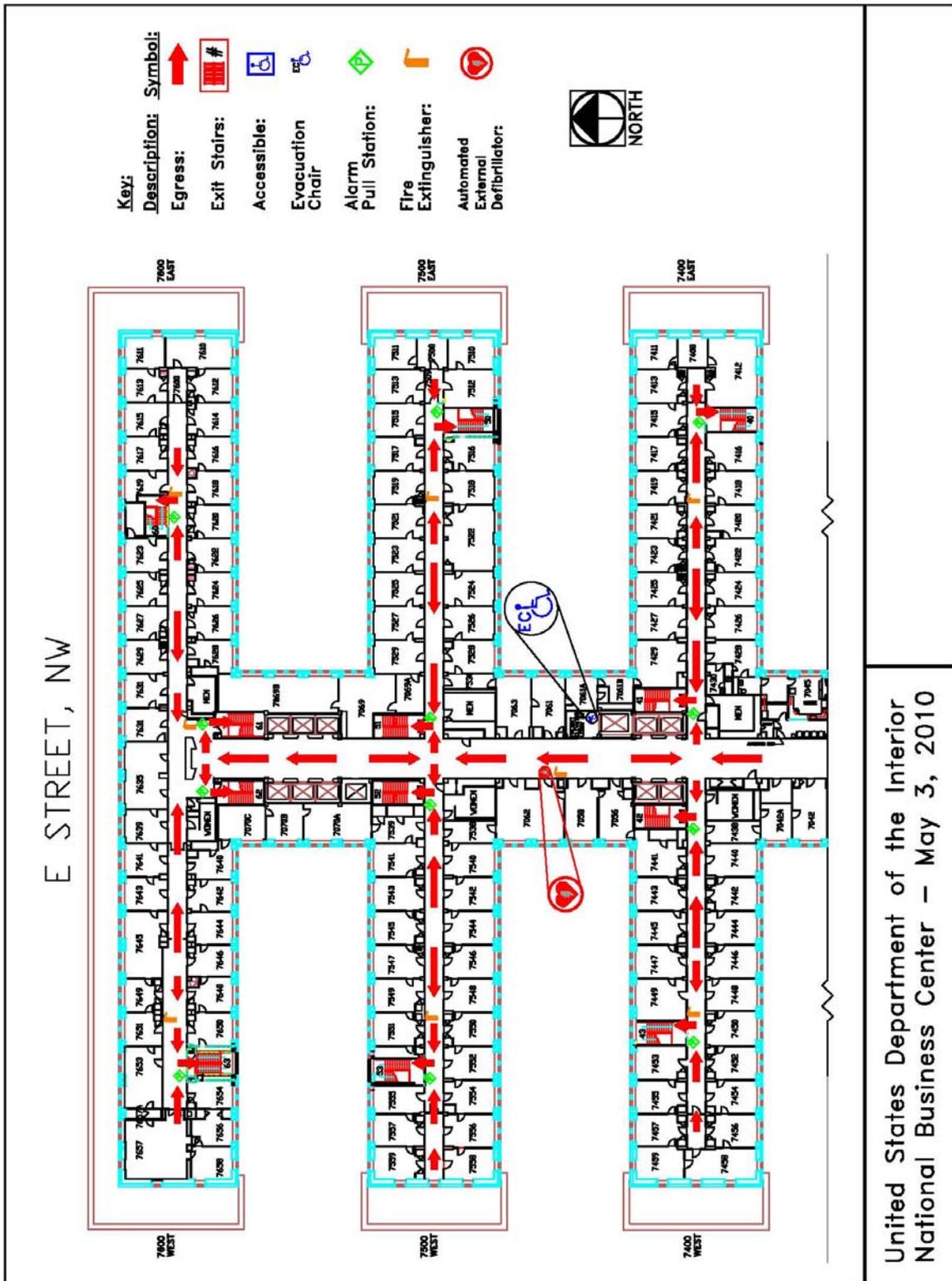


Figure 15 Main Interior Building 7<sup>th</sup> Floor – Northend

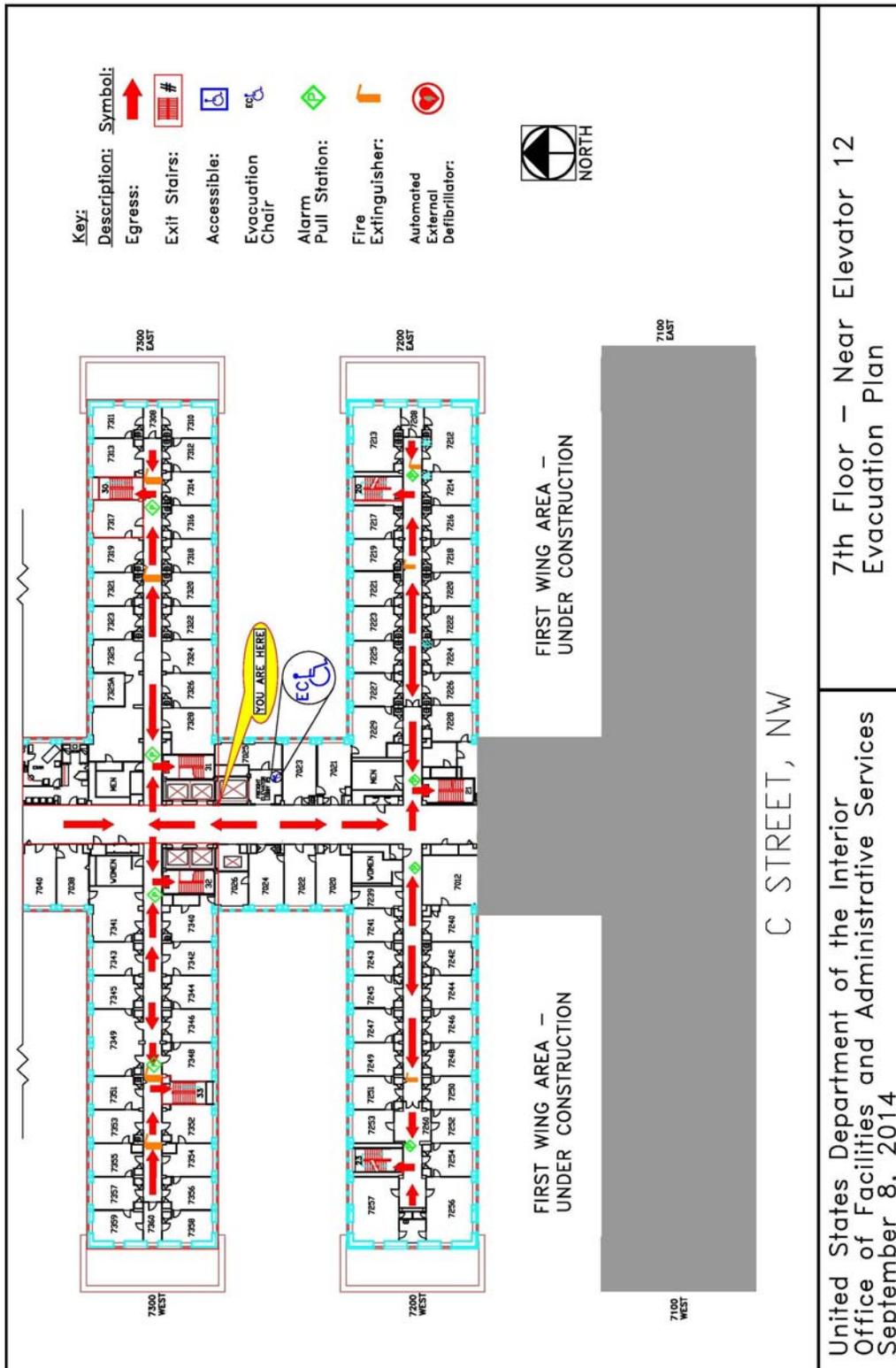


Figure 16 Main Interior Building 7<sup>th</sup> Floor – Southend

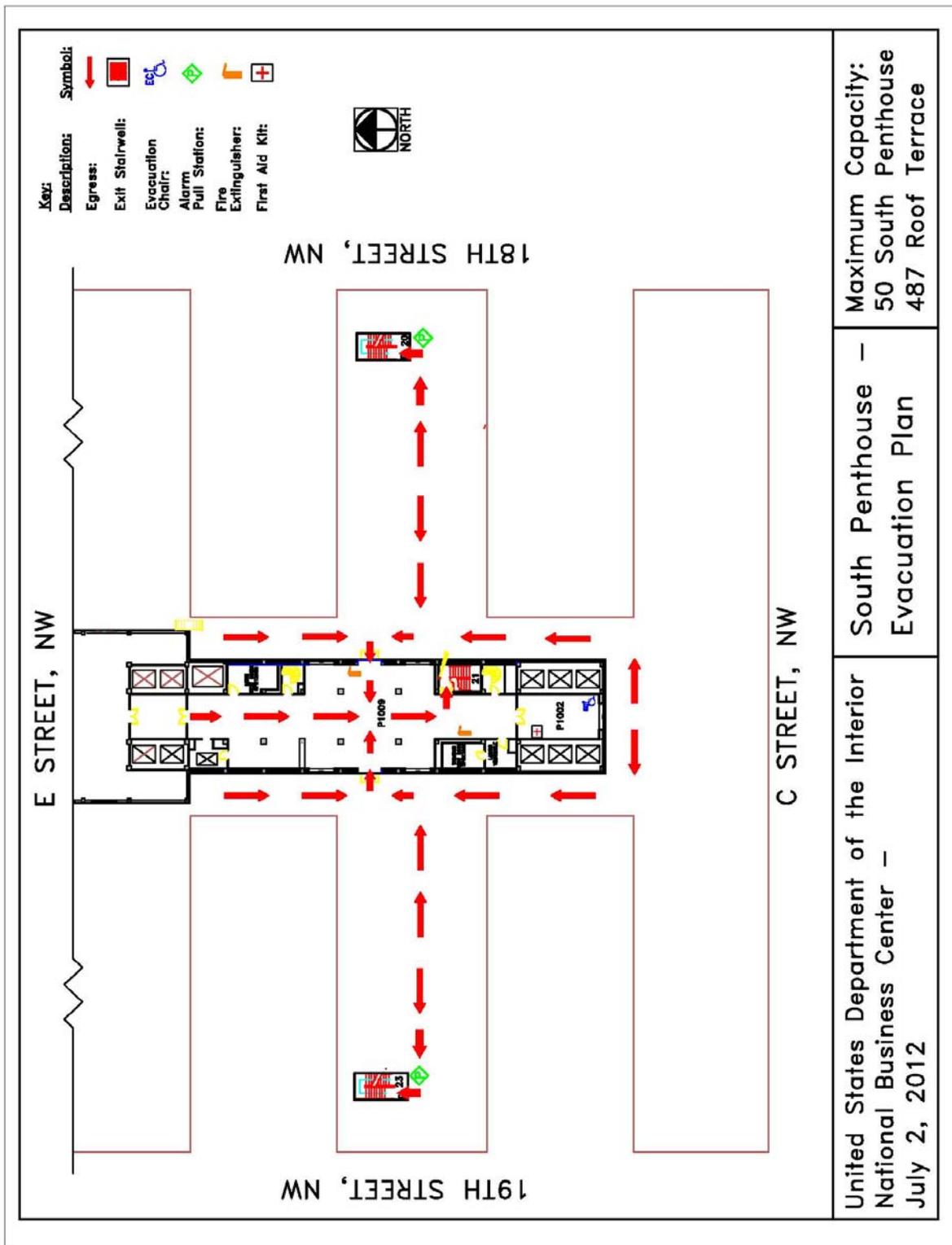


Figure 17 Main Interior Building South Penthouse

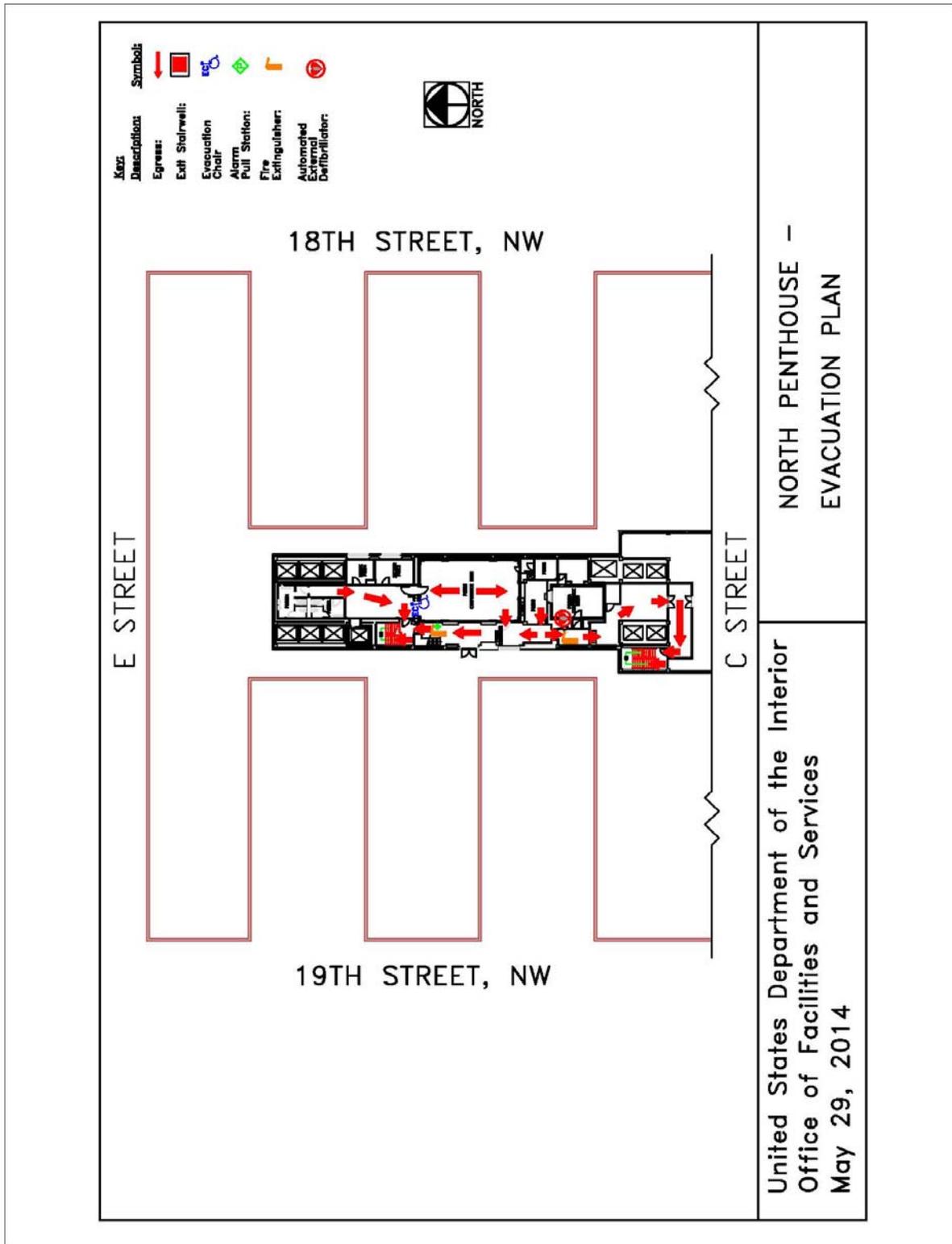


Figure 18 Main Interior Building North Penthouse

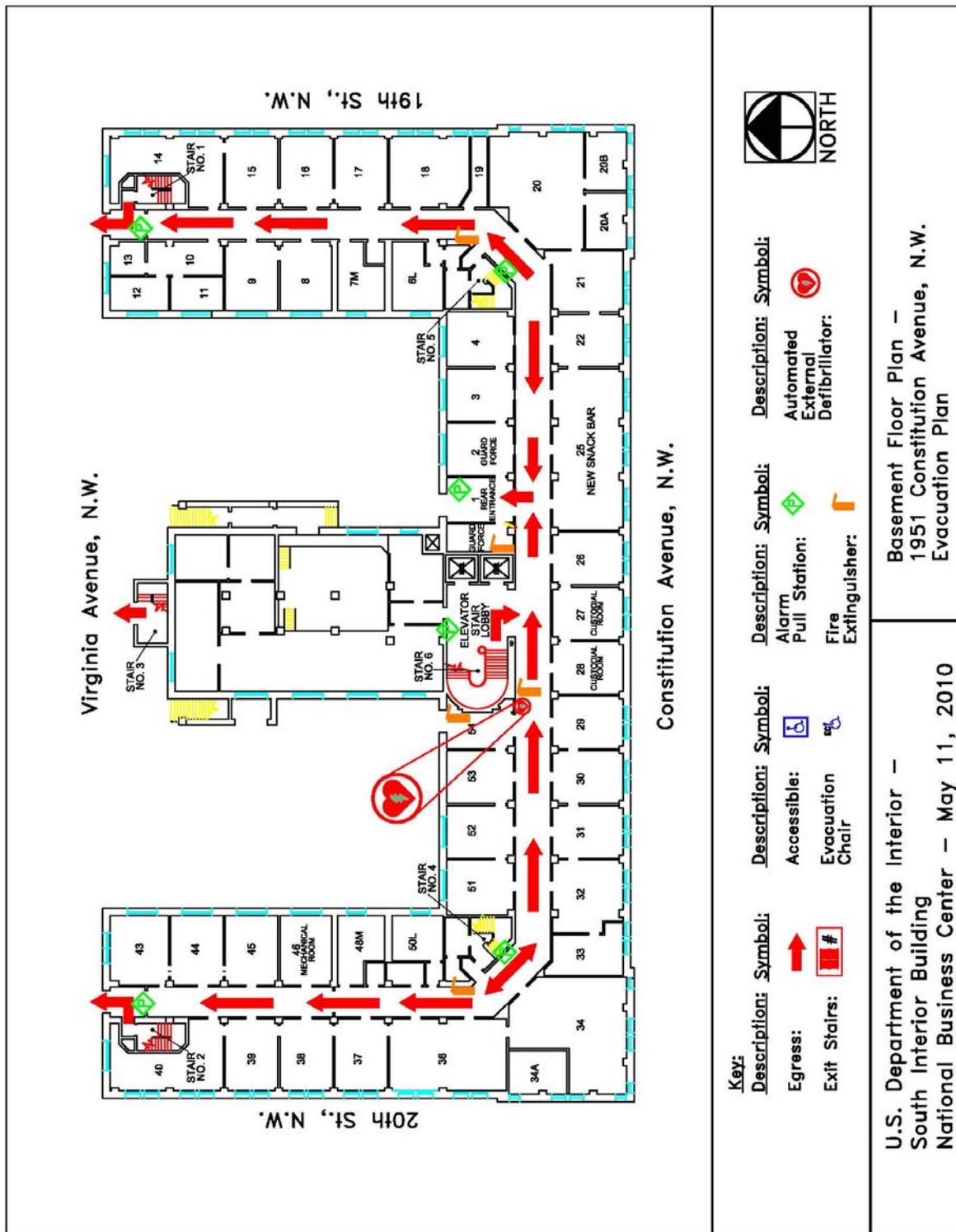


Figure 19 South Interior Building Basement

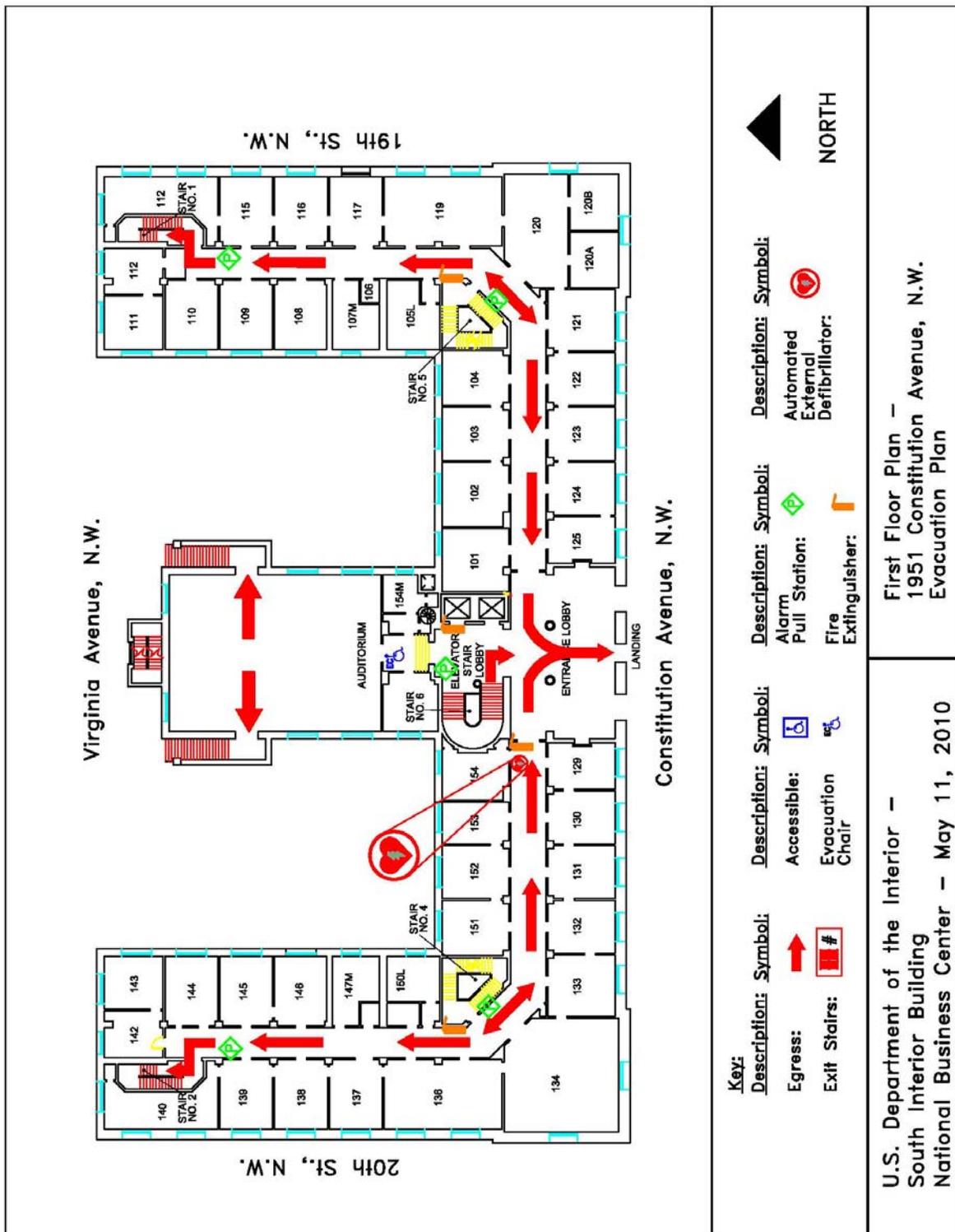


Figure 20 South Interior Building 1<sup>st</sup> Floor

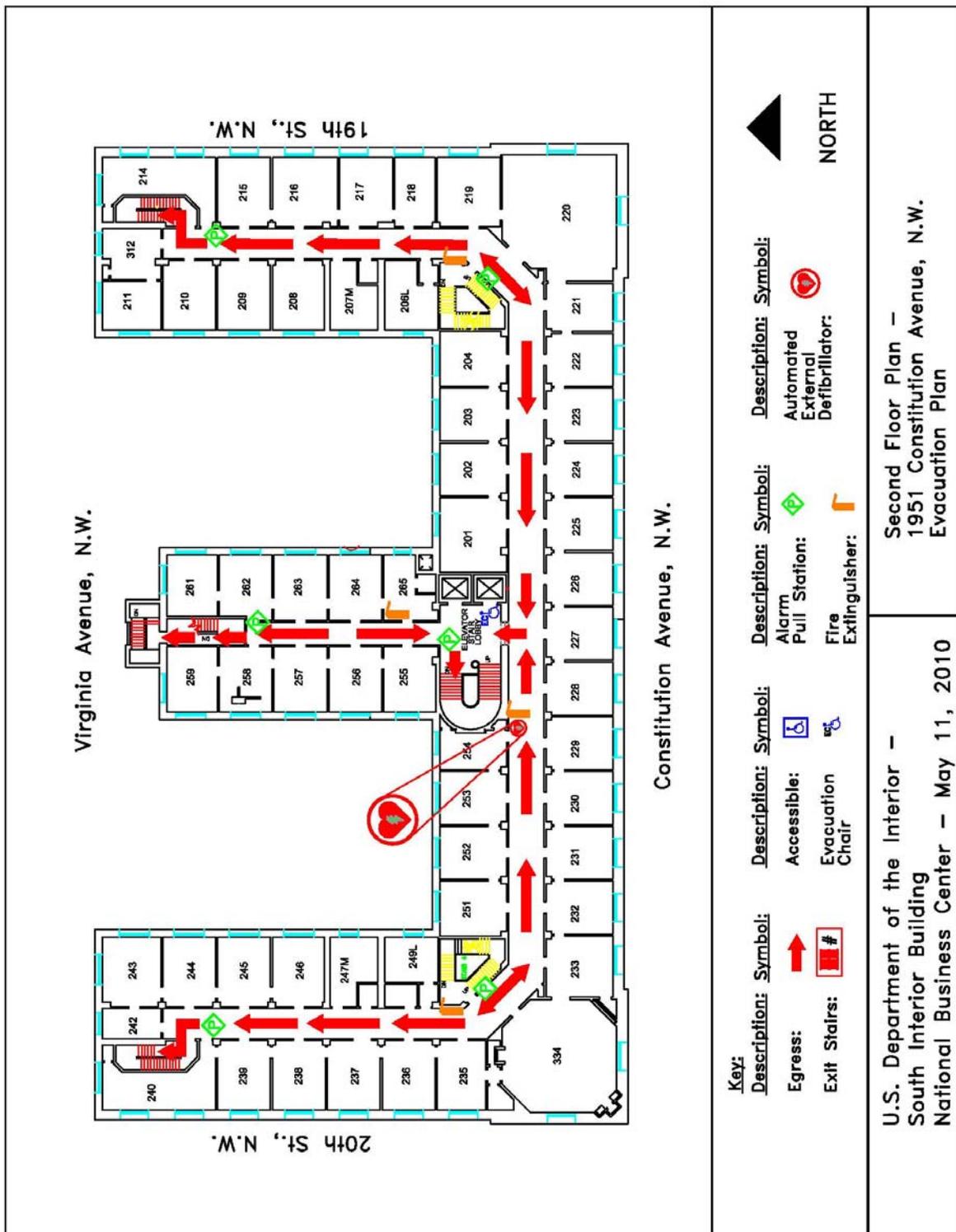


Figure 21 South Interior Building 2<sup>nd</sup> Floor

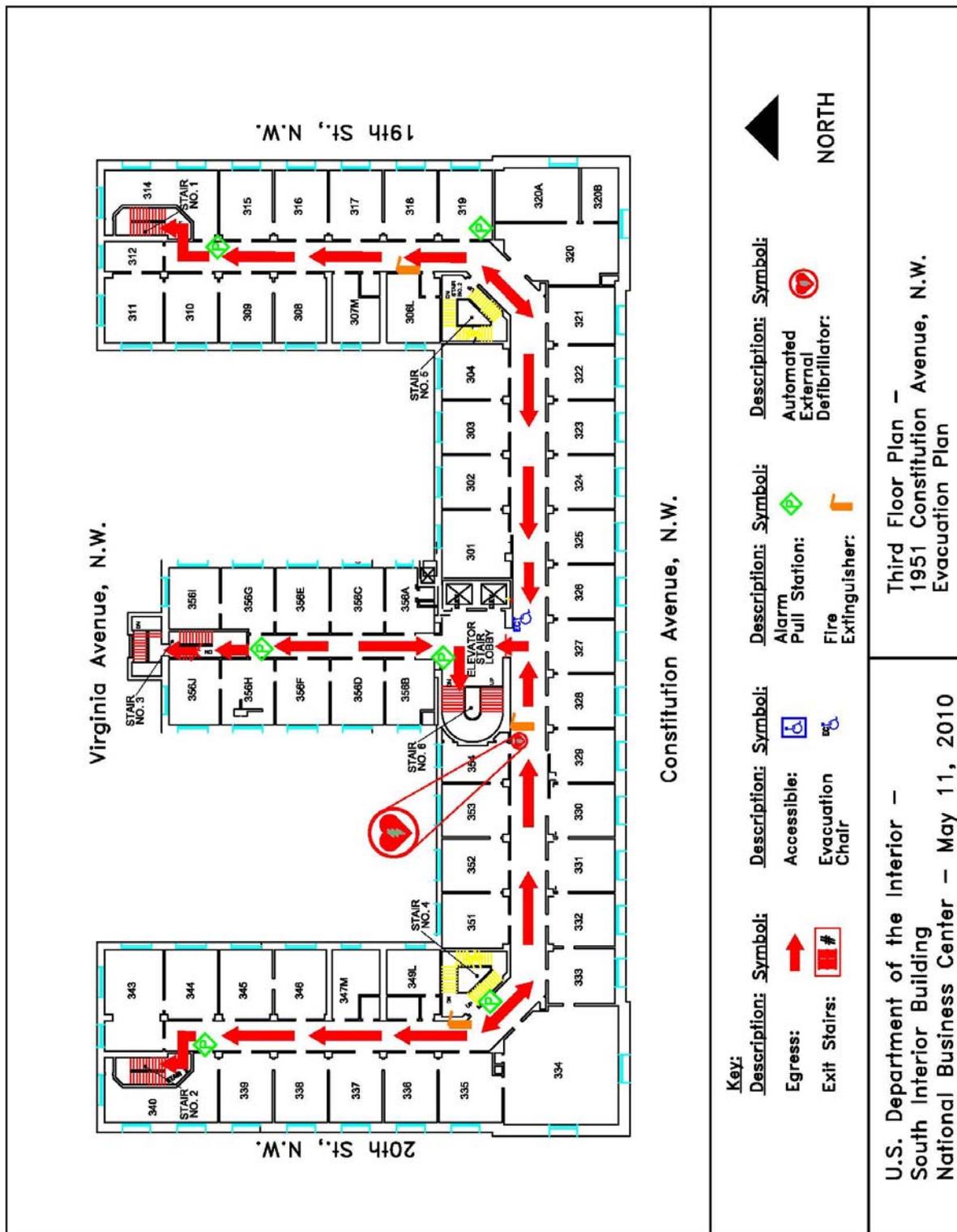


Figure 22 South Interior Building 3<sup>rd</sup> Floor





**Annex B. Bomb Threat Data Sheet****U.S. DEPARTMENT OF THE INTERIOR  
BOMB THREAT DATA SHEET**

Report call to: Security Dispatch Center at 202-208-5803

**Questions to ask:**

1. Time (a.m. or p.m.) bomb is set to explode?
2. Location of Bomb(s)?
  - A. Building:
  - B. Floor:
  - C. Area:
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(s)?
7. Why?
8. What is your address?
9. What is your name?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Did the caller indicate knowledge of the facility?

Exact wording of the threat:

**Description of the caller's voice: (circle)**

Male/ Female    Young/ Old/ Middle-aged    Calm    Angry    Excited    Rapid    Nervous    Soft  
 Loud    Laughter    Crying    Normal    Refined    Disguised    Slurred    Nasal    Stutter    Lisp  
 Raspy    Deep    Ragged    Clearing Throat    Deep Breathing    Cracking Voice    Whispered    Accent

Did you recognize the voice?

Whose voice was it?

**Background Noise: (circle)**

Traffic    Horns    Voices    PA System    Whistles    Music    House    Noises    Bells    Aircraft  
 Animal Noises    Office    Machinery    Factory Machinery    Clear    Static    Local    Long Distance  
 Booth    Tape Recorder    Running Motor (type): \_\_\_\_\_    Other: \_\_\_\_\_

**Threat Language: (circle)**

Well Spoken    Educated    Foul    Irrational    Incoherent    Taped    Message read by threat maker

**Telephone line data:** 1) Line on which call was received:

2) Room number:

3) Name of person receiving call:

Complete and keep this form. Follow instructions received from the designated official to whom you reported the threat.

*Caution: Do not talk to others about the incident.*

Immediately advise the Security Dispatch Center at 202-208-5803 of any incident, threat, or adverse actions impacting our employees or facilities.

## Annex C. Grab and Go Kit: Recommended personal emergency kit



Grab and Go kit can be kept at your desk and used during a Shelter-in-Place event or when you need to evacuate the city during an emergency.

- Small tote bag, fanny pack, backpack, soft-sided briefcase or whatever holds the contents of your kit. It is recommended that you not use plastic bags or cardboard boxes to hold your emergency supplies since these can break open if dropped.
- Water – Prepackaged emergency water with 5-year shelf life or bottled water. One to two quarts should be sufficient since the anticipated event duration will be hours, not days. However, since you have no idea how long your return trip home could be, this amount may not be enough during the summer months. Another thing to remember is not to throw away your empties on the way home. You may need to refill them. If you are considering prepackaged water in pouches or boxes be sure to protect them. These packages can leak if not stored properly.
- Non-perishable foil wrapped food such as snack or high protein bars that are light and easy to carry. You can also buy prepackaged bars with a 5-year shelf life. These bars are high calorie and do not promote thirst. Regardless of what you choose, keeping them in plastic bags or containers helps to reduce the risk of rodent and insect intrusion.
- Three day supply of medicines – While everything else on this list is based on the short term, we recommend a 3-day supply of medications, just in case you cannot make it home and end up staying at a friend's house or hotel. Ask your physician or pharmacist about storing prescription medications. Be sure they are stored to meet instructions on the label and be mindful of expiration dates. It would also be a good idea to have the pharmaceutical name written down inside your kit just in case you cannot remember the exact name or you need medical care.
- Small battery operated or solar radio - You may need to walk and not have any way of getting up-to-date information.
- Small flashlight.
- Extra batteries for your radio and flashlight. If possible buy a radio and flashlight that use the same size batteries so you only have to buy one size and can interchange if you have to.
- Light/glow stick (2) to pin to your clothes or carry in case you have to walk in the dark.
- Small knife or multi-tool.
- Personal toiletries, including toothbrush, non-water hand cleaner, eye drops, etc.
- Comfortable clothes, sturdy shoes, socks, and hat for the season in case you have to walk.

### Also include these items in your kit.

- N-95 paper respirator (2) – These respirators are small, light weight and inexpensive paper masks. They provide added protection from particulate matter (dust) that may be generated in an explosion.

- A pen and small note/phone book with the phone numbers and e-mail addresses of your family, friends and neighbors. While many people carry cell phones and electronic note pads, a hard copy back up never hurts and can take a lot of abuse.
- Cell phone charger.
- Rain poncho
- Blanket
- Small first aid kit
- Area map
- Cash, \$50, in small denominations to buy food and gas in case you are unable to use your credit or debit cards or ATM machines are not working. **Keep this on your person not in your kit.**

*Remember, an emergency kit is only intended to meet basic needs, and you are the best judge of what your needs are.*