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1. Introduction

This Occupant Emergency Employee Guide provides procedures to be followed during emergency situations that may occur at the Main Interior Building (MIB) located at 1849 C St, NW Washington DC 20240.

The Department of the Interior believes that the 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 Law Enforcement and Security, Interior Complex Security Office at 202-208-5111 or 202-208-3853.

2. OEP Activation Summary

<table>
<thead>
<tr>
<th>Emergency Situation</th>
<th>Activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>For serious accidents or illness requiring emergency medical assistance, contact 911 or 9-911. Then notify the Security Dispatch Center (202-208-5803 or 202-208-SAFE (7233) to direct Emergency Medical Services (EMS) personnel to the incident location. The Security Dispatch Center will also notify the health unit nurse.</td>
</tr>
<tr>
<td>Smoke/ Fire</td>
<td>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.</td>
</tr>
<tr>
<td>Missing Child – Code Adam Alert</td>
<td>If a child is reported missing, MIB Security will implement lockdown procedures (Code Adam). All MIB entry/exit points will be closed and available personnel will begin searching for the child. An announcement, using the PA system, may be made to alert MIB tenants of the missing child, provide a description of the child, and enlist assistance in the search. If the child is not found, local law enforcement will be contacted to issue an Amber Alert.</td>
</tr>
<tr>
<td>Scenario</td>
<td>Description</td>
</tr>
<tr>
<td>Emergency Type</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Suspicious Package/ Person</strong></td>
<td>Please report any unattended packages, briefcases, or bags to the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233). 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 or 202-208-SAFE (7233).</td>
</tr>
<tr>
<td><strong>Suspicious Mail/ White Powder</strong></td>
<td>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 or 202-208-SAFE (7233).</td>
</tr>
<tr>
<td><strong>Hazardous Materials Incident</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Pandemic Influenza &amp; Other Contagious Diseases</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Chemical, Biological, Radiological, Nuclear (CBRN) incident</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Active Threat</strong></td>
<td>An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active threats use firearms and there is no pattern or method to their selection of victims. If you see an Active Threat, 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 or 202-208-SAFE (7233).</td>
</tr>
<tr>
<td><strong>Terrorism Threats: National Terrorism Advisory System</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>All Other Emergencies</strong></td>
<td>For all other emergency situations, contact the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233).</td>
</tr>
</tbody>
</table>
3. Emergency Telephone Numbers and Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/ Medical/ D.C. Police</td>
<td></td>
<td>911/9-911</td>
</tr>
<tr>
<td>Security Dispatch Center</td>
<td>SOC</td>
<td>202-208-5803 or 202-208-SAFE (7233)</td>
</tr>
<tr>
<td>DOI Interior Operations Center</td>
<td>3400W</td>
<td>202-208-4108</td>
</tr>
<tr>
<td>MIB Security Office</td>
<td>1324</td>
<td>202-208-5111 or 3853</td>
</tr>
<tr>
<td>Health Unit</td>
<td>4058</td>
<td>202-208-7057</td>
</tr>
<tr>
<td>Building Manager</td>
<td>1500E</td>
<td>202-208-2222</td>
</tr>
<tr>
<td>OFAS Health &amp; Safety Manager</td>
<td>1500E</td>
<td>202-208-2222</td>
</tr>
<tr>
<td>Federal Protective Service</td>
<td>FPS</td>
<td>301-763-0040</td>
</tr>
</tbody>
</table>

For emergencies that occur after normal working hours, contact the 24-hour/7 days Security Dispatch Center on 202-208-5803

4. Occupant Emergency Actions

A. Emergency Support Personnel

Command and Quick Response Team (QRT) have been established and trained for the sole purpose of facilitating safe and efficient emergency response within the Main Interior Building.

The Command Team 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 MIB OEP QRT consists of physical security personnel and MIB tenant volunteers. All QRT role holders are valuable in assisting during MIB evacuation events.
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 Law Enforcement and Security. Shelter-in-Place notification will be made using the public address system.

Emergency Notifications
DOI Office of Law Enforcement and Security Emergency Response Website
www.doi.gov/emergency

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

Send Word Now is an emergency alert system used by the Office of Emergency Management and Office of Law Enforcement and Security. 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 proceed to **Bolivar Park**, which is directly across C Street. Please remember to utilize cross walks, because traffic will 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 proceed to **Rawlins Park**, which is directly across E Street. Please remember to utilize cross walks, because traffic will not be stopped.
E. Individuals Who Require Assistance during a Building Evacuation

Self-Identification


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. 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
or emergency stairwell 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 Law Enforcement and Security offers text messaging for use by hearing-impaired personnel. Submit an *Employee Emergency Self-Identification Form* with your contact information to the OEP Coordinator, Thomas Sutterfield, room 1324. Your information will be added to the emergency alert system.

**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; 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. 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 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.

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 on 202-208-5803 or 202-208-SAFE (7233) 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, in the small room near the stairwell in the South Penthouse, and near the elevators at the North and South ends of the basement. 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 or 202-208-SAFE (7233). 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 and use the red emergency phone.

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**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.

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**G. Accounting for Personnel**

During a building emergency, all employees should go to the rally point. Once safely at the Rally Point, check in with your supervisor as detailed by your office accountability plan.
H. **Re-entry into the Building**

Employees will be recalled into the building by an “All Clear” message, when it is safe. Re-entry into the building will be facilitated by Security Officers and OLES personnel. Visual badge checks will be done to expedite the re-entry process.

I. **Occupant Emergencies**

![Medical Symbol]

**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 or 202-208-SAFE (7233). 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. 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, they can visit the Health Unit, Room 4052, 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.

![Fire Symbol]

**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. If a child is reported missing, MIB Security will implement lockdown procedures (Code Adam). All MIB entry/exit points will be closed and available personnel will begin searching for the child. An announcement, using the PA system, may be made to alert MIB tenants of the missing child, provide a description of the child, and enlist assistance in the search. If the child is not found, local law enforcement will be contacted to issue an Amber Alert. If a child matching the description of the missing child is seen in your area please contact the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233).

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 or 202-208-SAFE (7233).

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.
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 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 unexpected 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**

- **Department of Homeland Security**
  Federal Emergency Management Agency
Civil Disobedience/ Disorder

Please report any acts of Civil Disobedience/ Disorder to the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233). Upon notification Security will implement internal procedures.

Bomb Threat

Bomb threats should be immediately reported to the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233).

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 telephone. 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 or 3853, MIB rooms 1320 or 1324.
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 or 202-208-SAFE (7233).

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 or 202-208-SAFE (7233). 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 or 202-208-SAFE (7233). 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 or 202-208-SAFE (7233).
- 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 or 202-208-SAFE (7233).
- 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.

Irradiated mail at MIB

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, enhancing 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 you 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 on 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.)

**Potential Blood Borne Pathogens (e.g., Ebola, Hepatitis, HIV)**

Many contagious diseases, such as Ebola, can be spread through contact with bodily fluids (e.g., blood, vomit). If a sick individual is vomiting and/or bleeding and reports being exposed to a contagious disease:

- Isolate the sick individual by dismissing all bystanders.
- Contact Building Security (208-5803) and the Health Unit (208-7057).
- Maintain a 3 foot distance from the sick individual; only health workers dressed in Personal Protective Equipment should go inside the 3 foot perimeter.
- Ask the sick individual about any possible exposure to an infectious disease.
- Call 911 and alert them of the victim’s symptoms and exposure history.
- After the sick individual has left office/restroom where they became ill, cordon off the office/restroom and label it *Out of Service* until biological hazard cleanup is completed.

If you find blood/vomit/feces in an office or restroom and the source of that body fluid is unknown:

- Do not touch it or attempt to clean it up.
- Cordon off the area to prevent others from entering.
- Contact OFAS (202-208-2222) to coordinate the proper cleanup.

**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. 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 Threat

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

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

Because active threat 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.

- **Run**
  - 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 threat may be.
  - Call 911 and then the Security Dispatch Center on 202-208-5803 or 202-208-SAFE (7233), when it is safe to do so.

- **Hide**
  - If evacuation is not possible, hide.
  - 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 threat’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 or 202-208-SAFE (7233), when it is safe to do so.

- **Fight** – as a last resort
  - As a last resort, attempt to disrupt and/or incapacitate the active threat:
    - Act as aggressively as possible against him/her.
    - Throw items and improvise weapons.
    - Commit 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.

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**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 Interior Building 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.

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**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.
J. Dismissal, Closure, and Building Operating Status and Information

Dismissal, Closure, and Building Operating Status – MIB 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.

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

Sometimes, especially when winter storms occur, the Federal Government (including the MIB) 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). 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, December 2014 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 EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY'S POLICIES

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 unless covered by one of the exceptions listed in the Washington, D.C., Area Dismissal and Closure Procedures, December 2014.

OPEN WITH 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).

OPEN - XX HOUR(S) DELAYED ARRIVAL WITH 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.

**OPEN – DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**

Non-emergency employees will receive excused absence up until the announced reporting time or notify their supervisors of their intent to use unscheduled leave or unscheduled telework (if telework-ready). Employees who request unscheduled leave should be charged leave for the entire workday.

**OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE.**

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.

Telework-ready employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency’s policies and procedures.

**OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE. EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED.**

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 staggered 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. All employees who depart at the final departure time will be granted excused absence (administrative leave) for the number of hours remaining in their workday, even if more than the XX hour(s) provided in the OPM announcement. Non-emergency employees who depart prior to their staggered early departure time or final departure time may request to use UNSCHEDULED LEAVE. Such employees will be charged will be charged leave for the remainder of their workday and will not be granted excused absence.

Telework-ready employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency’s policies and procedures.

**IMMEDIATE DEPARTURE—FEDERAL OFFICES ARE CLOSED.**

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.

Telework-ready employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency’s policies and procedures.

K. DOI Emergency Management Webpage and Information

The DOI Office of Law Enforcement and Security and Office of Emergency Management have established a webpage (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), 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.

L. 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://memar.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
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

West Virginia Division of Homeland Security and Emergency Management
http://www.dhsem.wv.gov

M. 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.

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.

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.
Evacuation by Potomac and Rappahannock Transportation Commission (PRTC) bus

The Potomac and Rappahannock Transportation Commission will offer full service whenever possible.

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.

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.
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.
Annex A. Bomb Threat Data Sheet

U.S. DEPARTMENT OF THE INTERIOR
BOMB THREAT DATA SHEET

Report call to: Security Dispatch Center at 202-208-5803 or 202-208-SAFE (7233)

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)

<table>
<thead>
<tr>
<th>Male/ Female</th>
<th>Young/ Old/ Middle-aged</th>
<th>Calm</th>
<th>Angry</th>
<th>Excited</th>
<th>Rapid</th>
<th>Nervous</th>
<th>Soft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud</td>
<td>Laughter</td>
<td>Crying</td>
<td>Normal</td>
<td>Refined</td>
<td>Disguised</td>
<td>Slurred</td>
<td>Nasal</td>
</tr>
<tr>
<td>Raspy</td>
<td>Deep</td>
<td>Ragged</td>
<td>Clearing Throat</td>
<td>Deep Breathing</td>
<td>Cracking Voice</td>
<td>Whispered</td>
<td>Accent</td>
</tr>
</tbody>
</table>

Did you recognize the voice?    Whose voice was it?

Background Noise: (circle)

<table>
<thead>
<tr>
<th>Traffic</th>
<th>Horns</th>
<th>Voices</th>
<th>PA System</th>
<th>Whistles</th>
<th>Music</th>
<th>House Noises</th>
<th>Bells</th>
<th>Aircraft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Noises Office</td>
<td>Machinery Factory Machinery</td>
<td>Clear Static Local</td>
<td>Long Distance</td>
<td>Booth</td>
<td>Tape Recorder</td>
<td>Running Motor (type):</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Threat Language: (circle)

<table>
<thead>
<tr>
<th>Well Spoken</th>
<th>Educated</th>
<th>Foul</th>
<th>Irrational</th>
<th>Incoherent</th>
<th>Taped</th>
<th>Message read by threat maker</th>
</tr>
</thead>
</table>

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 B. 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, lightweight 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.*