

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

| | |
|---|---|
| Subject: Emergency Evacuation, Safe Assembly and Shelter In-Place | Number: 205.38 Amended |
| Date: June 20, 2019 | By Direction of:  Michael Newsome, Secretary of Administration  Curtis Topper, Secretary of General Services |
| Contact Agency: Office of Administration, Safety Services, Telephone 717.857.3666 Department of General Services, Bureau of Facilities Management, Telephone 717.787.5341 | |

This directive establishes policy, responsibilities, and procedures for emergency evacuation, safe assembly and shelter in-place for Commonwealth employees and visitors. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish the policy, responsibilities, and procedures for emergency evacuation and safe assembly of employees and visitors.
2. **SCOPE.** This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (collectively "agencies") and occupants in Commonwealth-owned and leased buildings.
3. **OBJECTIVE.** To ensure the safe evacuation of employees and visitors from a building when a possible emergency arises and ensure safe assembly of employees and visitors after an evacuation.
4. **DEFINITIONS.**
 - a. **Agency Liaison Officer.** An agency-designated person who communicates with the Assembly Area Leader. This person reports the agency's head counts to the Assembly Area Leader, receives updates from the Assembly Area Leader, and shares information with Agency Head or designee.
 - b. **Alternate Work Site.** Locations that are selected by agencies when primary work sites are not available.
 - c. **Assembly Area.** A designated safe location outside of a building where all employees and visitors report after a building evacuation.

- d. **Assembly Area Leader.** A designated person who is the primary information liaison between the Incident Commander and Agency Liaison Officers at each assembly area. In a Department of General Services (DGS) managed building, this is a DGS-designated employee. In a non DGS-managed building, the agency with the greatest number of employees in the building will appoint the Assembly Area Leader. The Assembly Area Leader may be from any agency within the building.
- e. **Authority Having Jurisdiction.** The appropriate on-scene organization responsible for leading the response. For example, DGS, fire department personnel, or police personnel.
- f. **Building Evacuation Team.** An organized group of volunteers comprised of the Building Fire Marshal, Floor Chiefs, Exit Guards, Searchers, or any other person designated to assist during a building evacuation.
- g. **Building Fire Marshal.** The lead decision maker for the Building Evacuation Team and the primary point of contact for emergency personnel and state agency personnel within the building. The agency with the greatest number of employees in the building will appoint a Building Fire Marshal. In leased facilities with non-Commonwealth tenants and an onsite building manager employed by the landlord, the agency may, with the landlord's concurrence, designate the building manager as the lead for the Building Evacuation Team.
- h. **Designated Staging Area.** An area in a building that has been established as the location where persons requiring assistance will wait to receive assistance during an evacuation.
- i. **DGS.** The Commonwealth of Pennsylvania's Department of General Services.
- j. **DGS Fire Safety Coordinator.** A DGS employee responsible for completing evacuation plans and Building Evacuation Team training and drills for DGS-managed buildings.
- k. **DGS-Managed Building.** A Commonwealth-owned or leased building where DGS has assigned an employee to manage all issues related to the building.
- l. **Disability Services Coordinator.** Employees of agencies designated to receive, analyze, and approve or deny disability-related requests for reasonable accommodations consistent with *Management Directive 205.25, Disability-Related Employment Policy*.
- m. **Emergency Evacuation Plan.** A document that describes the procedures for an orderly evacuation of a building, the assembly of occupants outside the building, and the items used in an Evacuation Plan Checklist, see Enclosure 1.
- n. **Emergency Evacuation Route.** A continuous unobstructed path of exit travel from any point within a workplace to a place of safety.

- o. **Exit Guard.** Person(s) responsible for ensuring exits remain unobstructed during a building evacuation and preventing re-entry.
- p. **Floor Chief.** The individual designated to ensure that persons requiring assistance have been staged in designated staging areas, and that the rest of the floor is clear prior to his/her exiting the building and reporting such information to the Building Fire Marshal. Refer to the Emergency Evacuation Plan on DGS's website for the Floor Chief's additional responsibilities.
- q. **Incident Commander.** A person who has responsibility for making decisions during an emergency situation until the authority having jurisdiction arrives.
- r. **Incident Command Post.** The location from which information will be coordinated with emergency personnel and agency leaders.
- s. **OA.** The Commonwealth of Pennsylvania's Office of Administration.
- t. **Persons Requiring Assistance.** Employees or visitors who self-disclose that they have a temporary or permanent impairment that prevents them from evacuating a building on their own.
- u. **Safety Coordinator.** The individual assigned the responsibility for ensuring that the agency's Accident and Illness Prevention Program includes an Emergency Evacuation Plan for each building, among other duties.
- v. **Searcher.** Person(s) responsible for searching and verifying that no one is left on a floor during an evacuation. In addition, they have the responsibility for identifying the location of those not accounted for in the designated assembly area.
- w. **Shelter In-Place.** The act of remaining where the person is, and in some cases moving to an interior space. It could be important not to evacuate in the event of severe weather, earthquakes, or other reasons as determined by the Incident Commander.

5. POLICY.

- a. Emergency evacuation and safe assembly planning and plan implementation is established in accordance with *Executive Order 2012-05, Commonwealth Continuity of Government*.
- b. Drills are to be conducted annually, or on a more frequent basis as needed, for all Commonwealth-owned and leased buildings.
- c. Employees are to receive emergency evacuation and safe assembly training in accordance with this directive.
- d. All employees must follow the emergency evacuation, shelter in-place, and safe assembly procedures set forth in this directive. Guidelines for when to shelter in-place for weather related issues are provided in

6. RESPONSIBILITIES.

a. OA shall:

- (1) Ensure that agencies maintain an Emergency Evacuation Plan in accordance with *Management Directive 530.31, Workplace Safety and Health Program* and associated Accident and Illness Prevention Program (AIPP) guidelines.
- (2) Determine if employees may be sent home in accordance with *Management Directive 530.17, Partial and Full-Day Closings of State Offices*.

b. DGS in DGS-Managed Buildings shall:

- (1) Ensure consistent emergency evacuation plans are created for safe evacuation, shelter in-place, assembly, and communications during the event and event resolution.
- (2) Establish an Incident Command Post.
- (3) Designate Assembly Area Leaders.
- (4) Ensure that a Building Fire Marshal is designated.

c. Agency Heads (or Designees) shall:

- (1) Ensure agency employees complete emergency evacuation and safe assembly training.
- (2) Designate onsite Assembly Area Leaders and a Building Fire Marshal when their agency has the greatest number of employees located in the building.
- (3) Make decisions related to the agency's continuity of operations, after receiving information from the Incident Commander.
- (4) Ensure the agency or delivery center Human Resource Director/Manager notifies the OA, Deputy Secretary for Human Resources and Management if agency employees are evacuated from their building.

d. Safety Coordinator shall ensure safe evacuation plans and procedures are documented, kept up to date, and reviewed at minimum annually.

e. DGS Fire Safety Coordinator shall, in DGS-managed buildings:

- (1) Complete and maintain building Emergency Evacuation Plans.
- (2) Ensure building evacuation drills and building Evacuation Team training occurs annually.

- f. **Building Fire Marshal** shall:
 - (1) Coordinate with relevant local officials, building managers, and landlords to establish an Emergency Evacuation Plan to quickly notify all occupants when evacuation is necessary.
 - (2) Ensure that Emergency Evacuation Plans account for any special building characteristics that may impact an evacuation, such as a childcare center.
 - (3) Complete and maintain the Emergency Evacuation Plan and coordinate emergency evacuation and safe assembly training and drills.
 - (4) Ensure that all Emergency Evacuation Plan volunteer assignments are filled.
 - (5) Make current Emergency Evacuation Plans available to all employees.
- g. **Assembly Area Leader** shall communicate information between Incident Commander and Agency Liaison Officers.
- h. **Agency Liaison Officers** shall communicate information between the Assembly Area Leader and evacuees.
- i. **Floor Chief** shall report to the Assembly Area Leader that the floor is cleared and identifying the number of Persons Requiring Assistance who are in designated staging areas.
- j. **Persons Requiring Assistance** shall:
 - (1) Contact the Safety Coordinator to self-disclose, in advance of an evacuation if possible, that assistance will be needed to exit the building if there is an evacuation.
 - (2) In circumstances where the condition is permanent, request through the agency Disability Services Coordinator, a reasonable accommodation to assist him/her, as appropriate, during evacuations.
- k. **OA, Safety Services** shall:
 - (1) Collect information and data from Persons Requiring Assistance.
 - (2) Summarize numbers and locations of Persons Requiring Assistance by building.
 - (3) Ensure that all agencies' AIPP requirements for building evacuations are complete.

7. PROCEDURES.

a. Emergency Evacuation Plan Development.

- (1) Emergency Evacuation Plans shall include at minimum the items listed in the Evacuation Plan Checklist, which is attached to this management directive.
- (2) Emergency Evacuation Plans shall be reviewed, updated, and approved at least annually by the Building Fire Marshal.

b. Evacuate.

- (1) Once on-scene, the authority having jurisdiction assigns an Incident Commander. The authority having jurisdiction and/or the Incident Commander may change throughout the incident based upon event circumstances. When the alarm activates or when instructed by a Building Evacuation Team member, employees are to LEAVE AT ONCE, close the door behind them, and proceed to the nearest fire exit.
- (2) Employees must prepare for the possibility of not returning. Employees should take along items such as any medications, glasses, keys, weather-appropriate clothing, emergency contact information, driver's license, and money/credit cards.
- (3) Persons Requiring Assistance should wait at the designated staging area. The Incident Commander assigned by the authority having jurisdiction will arrange to evacuate Person Requiring Assistance who cannot evacuate themselves.
- (4) Do not block or prop open fire doors. In a fire situation, closed doors provide you with protection and time to exit safely.
- (5) If you are a volunteer, perform your volunteer service as trained before exiting the building.
- (6) If visitors are observed in the building, they should be directed to the nearest emergency evacuation route.

c. Assemble.

- (1) Upon evacuating, employees report to their designated assembly area.
- (2) The assembly area becomes the employee's designated work location for the duration of the event. Unauthorized departure from the evacuation route or assembly area is an unauthorized absence from work.
- (3) Some assembly areas are designated for use by more than one building. In the event of a widespread emergency, employees should be prepared to calmly move through the crowd to locate

their designated check-in person.

- (4) In the event that an assembly area is determined to be unsuitable, employees will be directed to move to another location. Upon arrival at the secondary location, the Agency Liaison Officer will communicate with the Assembly Area Leader to determine the proper location for assembly and headcount and repeat this procedure.

d. Accountability.

- (1) Upon reporting to the assembly area, employees must check in for headcount, roll call, or other accountability procedures adopted by the agency.
- (2) Employees are to remain at the assembly area and with their group after checking in. Do not move to other groups or leave the assembly area.
- (3) The designated check-in person reports headcounts and any missing employees to the Agency Liaison Officer.
- (4) Agency Liaison Officers report headcounts and any missing employees to the Assembly Area Leader.
- (5) Assembly Area Leader communicates headcounts and any missing employees to the Incident Commander.
- (6) The Incident Commander communicates missing employees to the authority having jurisdiction.

e. Wait and Assembly Area Communications Procedure.

- (1) Employees should expect delays and inconveniences and avoid speculating on the nature of the emergency and rumors.
- (2) The authority having jurisdiction identifies the building suitability for reoccupation and notifies the Incident Commander.
- (3) The Incident Commander relays instructions to the Assembly Area Leader.
- (4) The Assembly Area Leader relays instructions to the Agency Liaison Officer.
- (5) The Agency Liaison Officer communicates instructions to their designated employees in the assembly area.
- (6) The Incident Commander provides further instructions using the assembly area communications procedure outlined above.
- (7) Depending on the cause, location, and time of the evacuation, agencies may begin identifying essential business functions that

must continue and/or identify alternate work locations. Employees may receive instructions to: return to the building, report to an alternate assembly area, report to an alternate work site, or go home.

f. Training, Drills, and Education.

- (1) Emergency evacuation drills should be conducted annually or more frequently as needed or if the regulations require.
- (2) At a minimum, annual training for the Building Evacuation Team, and for those who have official roles in the building Emergency Evacuation Plan, should be held.
- (3) At a minimum, annual computer-based education and evacuation training for employees should be held.
- (4) At a minimum, the emergency evacuation plan, shelter in-place, and assembly procedures should be provided during new employee orientation.

This directive replaces, in its entirety, *Management Directive 205.38*, dated January 31, 2014.

Enclosure 1 – Evacuation Plan Checklist

Enclosure 2 – Severe Weather Guidelines – Shelter in Place

Enclosure 1
Evacuation Plan Checklist

| Agency/Building evacuation plans should include (but are not limited to) the following information: | Included in Plan |
|--|-------------------------|
| 1 Methods for notifying employees of an evacuation, including but not limited to: <ul style="list-style-type: none"> ▪ Fire alarms ▪ Public address systems ▪ Visual/verbal notification | |
| 2 Names, contact information, and responsibilities for the building evacuation team (and alternates) including: <ul style="list-style-type: none"> ▪ Building Fire Marshal ▪ Floor Chief ▪ Searchers ▪ Exit Guards ▪ Assembly Area Leader ▪ Agency Liaison Officer | |
| 3 Contact information and names of: <ul style="list-style-type: none"> ▪ Key management personnel ▪ Appropriate emergency personnel ▪ Any non-commonwealth personnel, such as building manager or landlord | |
| 4 Descriptions of unique building features or contents that may impact the safe and prompt evacuation of employees from the building and/or may present an obstacle to emergency personnel such as secured rooms, areas where alarms cannot be heard, volatile chemical storage areas, day care/senior citizen centers, etc. | |
| 5 Methods to account for all employees by floor or administrative unit. | |
| 6 Instructions for securing confidential information. | |
| 7 Instructions for employees to log off or lock computers and laptops, if time permits. | |
| 8 Developing procedures for identifying and evacuating Persons Requiring Assistance. | |
| 9 Instructions for assisting visitors, vendors, and on-site business partners during an evacuation. | |
| 10 Floor plans with emergency exits identified. | |
| 11 Instructions prohibiting smoking and the use of cellular telephone or similar mobile devices during evacuation. | |
| 12 A map identifying the assembly areas where employees must report. | |
| 13 A schedule for education and training on the evacuation plan and assembly procedures (at a minimum conducted annually). | |
| 14 Procedures for immediately filling vacant safety roles resulting from staff turnover. | |
| 15 Procedures for when to Shelter In-Place. A template is in place for DGS-managed buildings and is available for non-DGS managed buildings on the DGS website. | |

Enclosure 2

Severe Weather Guidelines – Shelter In-Place

Whenever severe weather conditions are reported, which may become serious or life-threatening, follow procedures for that particular condition or the instructions given at the time. Employees should:

- Keep calm.
- Stay on your current floor until an assessment of the situation is conducted or further instructions are issued by safety personnel.
- Move away from windows or any exterior glass.
- Evacuate to the center of the building (i.e. elevator corridor.)

Earthquakes: In the event of an earthquake the following procedure would apply:

- Move away from windows, toward the center of the building.
- Take cover underneath a desk, table or other heavy pieces of furniture.
- If there is no furniture around, brace yourself under an inside doorway.
- Be prepared for aftershocks. Do not leave the protected area while the situation is active.
- During an earthquake, the safest place is right where you are. It is not safer outside the building. In fact, most injuries occur as people enter or leave a building, due to falling debris.
- If inside, stay inside.
- If outdoors, stay away from buildings.
- Pay attention for emergency announcements/instructions given by safety personnel.
- If in a moving vehicle stop as quickly as safety permits and stay in the vehicle.
- Avoid stopping under overpasses and utility wires. Proceed cautiously once the earthquake has stopped. Listen to your radio broadcasts and respond accordingly.

Tornados: Employees should be aware of all “Public Warning Announcements” that will be broadcasted by radio, television or by local government agencies. In the event that there is a public warning for a tornado take the following action:

- Move away from windows, doors, atriums, lobbies and outside walls. If you are in an exterior office, leave it and close the door. Go to interior rooms, hallways, center corridors or stairwells. Sit down and protect yourself by putting your head as close to your knees as possible or kneel protecting your head.
- Do not use elevators.
- Do not go outside the building. There is high risk of being hurt by flying debris.
- If you are trapped in an outside office, seek protection under a desk and/or away from the window.
- If you have a radio or television, tune it to a local station for information.
- Do not use the telephone to get information or advice.
- If outside, seek safest shelter available immediately.
- If in a moving vehicle, trailer or mobile home get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter if possible.

Lightning:

- Whenever lightning is severe, avoid leaving the building.
- Stay away from windows.
- If outside seek safest shelter available immediately.