This directive establishes policy, responsibilities, and procedures for emergency evacuation and safe assembly of 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 agencies under the Governor’s jurisdiction 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 their 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, or police personnel.

f. **Buddy.** A volunteer who agrees to wait with employees that cannot self-evacuate from a building due to physical limitations.

g. **Building Evacuation Team.** An organized group of volunteers comprised of the Building Fire Marshal, Floor Chiefs, Exit Guards, Searchers, Buddies, or any other person designated to assist during a building evacuation.

h. **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. In a DGS-managed building, the DGS building manager, or their designee, will assume this responsibility. In a non DGS-managed 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.

i. **Designated Staging Area.** An area in a building that has been established as the location where employees needing assistance to evacuate the building will wait to receive assistance during an evacuation.

j. **DGS.** The Commonwealth of Pennsylvania’s Department of General Services.

k. **DGS Fire Safety Coordinator.** A DGS employee responsible for completing evacuation plans and Building Evacuation Team training and drills for DGS-managed buildings.

l. **DGS-Managed Building.** A commonwealth-owned or leased building where DGS has assigned an employee to manage all issues related to the building.

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.
n. **Incident Commander.** A person who has responsibility for making decisions during an emergency situation until the Authority Having Jurisdiction arrives. This person typically will be the Building Fire Marshal or DGS Fire Safety Coordinator.

o. **Incident Command Post.** The location from which information will be coordinated with emergency personnel and agency leaders.


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.* Many of the policies, procedures, and definitions in this directive are based on guidelines issued in and by the International Fire Code and the National Fire Protection Association.

b. Drills are to be conducted annually 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 and safe assembly procedures set forth in this directive.

6. **RESPONSIBILITIES.**

a. **OA** shall:

   (1) Ensure that the agency’s emergency evacuation plan is maintained in accordance with *Management Directive 530.31, Workplace Safety and Health Program* and associated Accident and Illness Prevention Program 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, assembly, and communications during the event and event resolution.

   (2) Establish an Incident Command Post.

   (3) Designate Assembly Area Leaders.

   (4) Designate a Building Fire Marshal.
c. **Agency Heads (or Designees)** shall:

(1) Ensure safe evacuation plans and procedures are documented, kept up to date, and reviewed at minimum annually.

(2) Ensure agency employees complete emergency evacuation and safe assembly training.

(3) Designate onsite Assembly Area Leaders and a Building Fire Marshal when their agency has the greatest number of employees in non DGS-managed buildings.

(4) Make decisions related to the agency’s continuity of operations, after receiving information from the Incident Commander.

(5) Ensure the agency Human Resource Director notifies the OA, Deputy Secretary for Human Resources Management if agency employees are evacuated from their building.

d. **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.

e. **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 plans account for any special building characteristics that may impact an evacuation, such as a childcare center.

(3) In non DGS-managed buildings, complete and maintain the emergency evacuation plan and coordinate emergency evacuation and safe assembly training and drills.

(4) Maintain a list of employees requiring assistance from a buddy by location.

(5) Ensure that all emergency evacuation plan volunteer assignments are filled.

(6) Make current emergency evacuation plans available to all employees.

f. **Assembly Area Leader** shall communicate information between Incident Commander and Agency Liaison Officers.

g. **Agency Liaison Officers** shall communicate information between the Assembly Area Leader and evacuees.
7. PROCEDURES.

a. Emergency Evacuation Plan Development.

(1) Emergency evacuation plans shall include at minimum the items listed in the evacuation plan checklist attached to this management directive.

(2) Emergency evacuation plans shall be reviewed, updated, and approved at least annually by the building Fire Marshall.

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) People needing assistance should wait at the Designated Staging Area.

(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 (including buddies), 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 designated Assembly Area becomes the employee’s designated work location for the duration of the event. Unauthorized departure from the evacuation route or Designated Assembly Area is an unauthorized absence from work.

(3) Some safe 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. Account.

(1) Upon reporting to the Designated 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 safe 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:

(a) Return to the building.
(b) Report to an alternate Assembly Area.

(c) Report to an alternate work site.

(d) Go home.

f. **Training, Drills, and Education.**

(1) Emergency evacuation drills should be conducted annually or more frequently 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 and assembly procedures should be provided during new employee orientation.

## Evacuation Plan Checklist

**Agency/Building evacuation plans should include (but are not limited to) the following information:**

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| **1** | Methods for notifying employees of an evacuation, including but not limited to:  
- Fire alarms,  
- Public address systems, and  
- Visual/verbal notification. |
| **2** | Names, contact information, and responsibilities for the building evacuation team (and alternates) including:  
- Building Fire Marshall  
- Floor Chief  
- Searchers  
- Exit Guards  
- Buddies  
- Assembly Area Leader  
- Agency Liaison Officer |
| **3** | Contact information and names of:  
- 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 individuals that require 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 cellular telephone or similar equipment use and smoking during evacuation. |
| **12** | A map identifying the evacuation 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 evacuation in the event of natural or technological hazards such as earthquakes, tornadoes and bomb threats. A template is in place for DGS-managed buildings and is available for non-DGS managed buildings on the DGS website. |