

**Treasury Documentation****Subject:** Emergency Evacuation Plan (Operations Center)**For:** EMPLOYEE HANDBOOK  
SAFETY AND HEALTH HANDBOOK**Also See:** PT-03182**Identification** ET-03162  
**Policy**  
**Effective Date** 7-1-2009  
**Replaces** ET-03162 (11-1-2007)

Page 1 of 3

This Emergency Evacuation Plan has been developed for all employees' safety and protection. The safe movement of a large number of employees during an emergency situation is critical and should not be taken lightly. This plan was prepared by the Department of Management and Budget (DMB) in cooperation with the Department of State Police and local fire officials. It covers three types of emergency situations: fire, tornadoes or other severe weather, and bomb threats.

Employees who work in the Operations Center should follow evacuation routes as posted by the elevators and stairwells. Employees should contact Treasury's Safety and Health Analyst if they have questions on emergency evacuation plans. Employees who impede the evacuation process or refuse to evacuate may be subject to corrective/disciplinary action.

Employees should familiarize themselves with primary and secondary exits from their work stations. **No elevators will be in operation during an emergency evacuation.** An employee who will need help exiting the building should notify his or her supervisor so the supervisor is prepared to assist the employee during an emergency evacuation.

All supervisors should communicate the appropriate meeting place to employees under their supervision to ensure that all employees are aware where they are to meet once they are outside the building or in the designated tornado area in case of emergency.

**Fire**

Employees who discover a fire must immediately take the following steps:

1. Activate the nearest Fire Alarm Pull Station.
2. Call Central Control at 37-30190 (DMB emergency number) and report the location of the fire.
3. **Only** if small fire, use available extinguishers to put out the fire.

Everyone must evacuate the building immediately upon hearing the fire alarm, which is an **audible alarm and flashing lights** located on all floors throughout the building, or upon notification by floor monitor or designated employee. The following procedure must be followed:

1. **All** employees must immediately proceed to the nearest available exit or stairwell and evacuate the building. Everyone should leave the building in a calm, orderly manner; no running, pushing, or crowding will be tolerated. Supervisors will be held responsible for the conduct of their employees.

2. Individuals needing assistance to reach the ground floor or exit the building should remain inside the fireproof stairwell on their floor with an assigned assistant/floor monitor and, when necessary, will be evacuated with the assistance of experienced fire personnel. Individuals who can descend the stairs but can only do so at a slow pace should wait for other staff to exit and then descend with a floor monitor and exit the building.

**Note:** Floor monitors should ensure their designated areas have been vacated, assisting individuals as necessary. They should then check in with their head monitor and proceed to the nearest exit. See Procedure PT-03182 in the Employee Handbook.

3. Upon arriving at the ground floor, everyone must leave the building through the nearest exit and proceed to an area at least 100 feet from the building. Do not go back into the building until the “**all clear**” has been given.

### **Tornado or Severe Weather**

A tornado **watch** or severe thunderstorm indicates only that weather conditions are severe and could spawn a tornado or a severe storm. A tornado **warning** indicates that a tornado has been sighted and that employees should immediately seek tornado shelter in the designated area of the building (see evacuation plan).

Procedures for a tornado warning are as follows:

1. A Civil Defense siren will sound (outside the building) notifying employees that a warning is in effect. An announcement will be made over the building Public Announcement (PA) system instructing staff to evacuate to the tornado shelter.
2. Employees must evacuate their areas and seek shelter on the first floor center hallways as indicated on the emergency evacuation postings.
3. Employees can return to their work areas once the “**all clear**” is given.

### **Bomb Threat**

Employees are responsible for informing their supervisor of any suspicious packages in their work area. If a threat is received via phone call, the person who receives the call should get all possible information from the caller: what type of device, where located, detonation time, etc. If possible, have another person listen to the conversation. Employees should notify their supervisor to determine if further action should be taken. If there is immediate danger, the supervisor should call Central Control at 37-30190 and report the bomb threat.

DMB officials or emergency personnel will conduct a preliminary search if a bomb threat is deemed to be credible. If there is sufficient reason to evacuate the building, appropriate officials will notify employees to evacuate through the nearest exit and proceed to an area at least at 100 feet from the building.

Employees should also refer to “Handling Bomb Threats” on the Treasury Safety and Health Intranet Web site.

**End**