

Subject: BUILDING EVACUATION PLANS FOR THE HANDICAPPED

7-02-00	Purpose
10	Scope and Applicability
20	Authority
30	Responsibilities
40	Occupant Evacuation Plans
50	Evacuation Plans for the Handicapped
60	References

7-02-00 PURPOSE

This chapter emphasizes the policy regarding the urgency of good planning and constant readiness for the evacuation of all employee/occupants from DHHS facilities. This chapter places special emphasis on positive planning and orderly action to safeguard handicapped employees during such an emergency.

7-02-10 SCOPE AND APPLICABILITY

This chapter identifies the essential elements of an "Occupant Emergency Plan" and a "Plan for the Evacuation of Handicapped." Both of these plans are required for every DHHS facility so that employee/occupants can help themselves evacuate DHHS facilities in an organized manner to prevent or minimize injury, loss of life and property damage. Provisions of this chapter apply to all employees, contract personnel, visitors, etc. who occupy any facility utilized by DHHS, with special emphasis on meeting the needs of handicapped persons.

7-02-20 AUTHORITY

Public Law 91-596, December 29, 1970 as amended, "The Occupational Safety and Health Act," 29CFR 1910.38 "Employee Emergency Plans," and FPMR 101-20.504-4 "Physical Protection."

7-02-30 RESPONSIBILITIES

DHHS officials identified in paragraph 7-00-40C will develop and publish an Occupant Evacuation Plan to identify the specific procedures for the evacuation of all employees and other occupants from each DHHS facility. Additionally, said officials will develop and publish a separate plan for each DHHS facility regarding the evacuation of handicapped employees to address their specific needs during various emergencies. This Handicapped Evacuation Plan will be a supplement or companion document for the Basic Occupant Evacuation Plan.

7-02-40 OCCUPANT EVACUATION PLANS

Each DHHS facility or DHHS controlled block of space in a building not controlled by DHHS will have a published "Occupant Evacuation Plan." As a minimum, this plan will address the following issues:

- A. Basic information regarding the plan to include its purpose, applicability (i.e., what buildings), authorities, background, effective date of the plan and responsibilities of officials.
- B. Description of actions necessary to activate or initiate the plan and organizational response to an emergency.
- C. Provisions for quarterly review of the plan (with dates specified). Provision for conduct of tests of the evacuation plan no less than twice a year.
- D. Listing of an emergency call list for both during and after-duty hour emergencies.
- E. A sufficient description of the building or space involved in the plan to provide familiarity to employees with key features of the building.
- F. Detailed evacuation instructions to include:
 - o Persons authorized to order evacuation.
 - o Evacuation signals and means of evacuation.
 - o Relocation site(s) for personnel.
 - o Dealing with suspicious object situations.
 - o Building re-entry procedures.
 - o Establishment and functions of an "Emergency Command Center Team" which will consist of (minimally) the Designated Safety and Health Official (i.e., local safety officer), local Physical Security Coordinator, Handicapped Monitor, and any damage control and/or medical coordinators deemed necessary.

- o Provisions for a "Damage Control Team with preplanned procedures for obtaining the services of technical advisors.
- o Plans for the provision of occupant emergency services such as operation of a "command center" and the running of appropriate communications to include maintaining of a list of all occupant emergency organization members, provision for communications equipment and a contingency plan for the use of "runners" in place of normal communication.
- o Specific plans for handling each type of possible emergency including fire, bomb explosion, bomb threat, hazardous material leak (gas, etc.), suspicious packages, medical or first aid emergencies, natural disaster and demonstrations or acts of civil disobedience.
- o Appropriate cross references will be made to the companion plan to be entitled "Handicapped Evacuation Plan" (which is required as a companion document for every Occupant Evacuation Plan.

7-02-50 HANDICAPPED EVACUATION PLANS

The "Handicapped Evacuation Plan" document will be written as a "supplement" or "companion" document to the basic Occupant Evacuation Plan. This plan need not repeat everything contained in the basic Occupant Evacuation Plan but must contain and highlight material specifically detailing procedures for evacuation of handicapped employees and visitors. As a minimum, this plan will address the following matters unique and special regarding evacuation of handicapped personnel:

- A. Designation of a Handicapped Evacuation Monitor whose duties are to insure the adequacy of the plan and the readiness of personnel to carry out the plan.
- B. Assignment and training of primary and secondary Handicapped Assistants to all seriously handicapped persons. These monitors will assist the handicapped to safe haven (a place outside the building or to a protected area in the building.)

- C. Establishment of detailed procedures for Handicapped
- E. Establishment of stairwell clearance procedures.

- F. Training and orientation of all supervisors and managers regarding the special procedures for evacuation of the handicapped.

- G. Establishment of a procedure to insure that handicapped visitors in the building are assisted in a manner similar to that for handicapped employees.

- H. Maintenance of a current list of handicapped persons and their assigned workstation location within the building. Handicapped Assistants for each handicapped person will be identified.

7-02-60 REFERENCES

A sample "Occupant Evacuation Plan" and related "Handicapped Evacuation Plan" may be obtained from the Division of Buildings Management and Telecommunications in the Office of the Secretary in Washington, DC. This line organization is responsible for building evacuation of the Humphrey Building and has prepared plans conforming to this policy. This office may be reached by writing:

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Telecommunications
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