



In an Emergency, Safely Evacuate OIG Facilities

Emergencies can endanger OIG employees and include, but are not limited to, fire or smoke conditions, explosions, gunfire, a bomb threat, natural disaster, and any type of physical assault or attack upon the building (including chemical and biological). This policy directive explains how to safely evacuate the 740 15th Street Building during emergency situations. Field managers need to establish local evacuation policies and coordinate with their building managers as needed.

When do I evacuate?

In an emergency, you may hear fire alarm bells, or a floor warden or someone from the Office of Management may notify you. However, in an obvious catastrophic emergency, don't wait for someone to tell you to evacuate! Just get out of the building!

How can I identify my floor warden and stair monitors, and what are their roles?

We have assigned floor wardens and stair monitors for each OIG floor and stairwell. Usually, they wear red hats. But if not, they will identify themselves. Floor wardens ensure you can safely evacuate from your floor, check on anyone needing assistance to evacuate, tell their stair monitors when to evacuate, and inform the emergency coordinator in the Office of Management when their floor is clear. Stair monitors help move people down the stairs orderly and tell their floor warden about information relayed by evacuating employees (i.e., suspicious packages, a person with a disability who needs help, etc.).

What should I do in an evacuation?

- End all telephone conversations, meetings and conferences.
- Turn off all equipment, if time permits.
- Close (but do not lock) corridor doors as you exit the office.
- Do not use the elevators to exit the building: Walk quickly to designated fire exits, using the evacuation routes posted by the elevator and each stairwell. Follow any instructions from the floor warden and stair monitors.
- Stay calm. Do not run, push, or carry liquids when exiting; go down the stairs carefully, but quickly.
- Tell the floor warden or stair monitors about anyone that needs assistance to evacuate.
- After you exit the building, listen to any instructions on where you should stand or whether to leave. For routine evacuations, expect to stand across the street from the building. If that space is not available or safe, we will assemble at the parks located at McPherson Square, 15th and I Streets, NW (primary point) or Franklin Square, 14th and I Streets, NW (secondary point).

What will happen to me if I stay in the building after the fire alarm sounds or after being told to evacuate by a manager or floor warden?

The OIG requires you to evacuate at the first sound of alarm or notification. If you chose to remain in the building, the floor warden will not wait for you. He or she will attempt to notify the emergency coordinator who will attempt to notify the building manager, police, and/or fire officials. In a real emergency, if you don't evacuate, you could be injured or killed. The OIG takes evacuation requirements seriously. If you do not evacuate after the fire alarm sounds or after being told to evacuate by a manager or floor warden, the OIG may take disciplinary action against you for not following this directive.

How will you know if and when you can re-enter the building?

The emergency coordinator or other Office of Management staff will tell you.

If you have a question about this policy, whom can you contact?

Please contact the Office of Management at (202) 927-5200 or via email at OIG-OM@oig.treas.gov.