



Director of Administration and Management
**ADMINISTRATIVE
INSTRUCTION**

NUMBER 111
December 2, 2010

DA&M

SUBJECT: Component Emergency Response on the Pentagon Reservation

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5105.53 (Reference (a)), this Administrative Instruction (AI):

a. Implements policy, assigns responsibilities, and prescribes procedures to prepare DoD Pentagon Reservation building occupants for emergencies.

b. Incorporates and cancels Directive-Type Memorandum 07-001 (Reference (b)) and authorizes the use of the Pentagon Reservation Component Emergency Response Guide (Reference (c)) and Pentagon Reservation Occupant Emergency Response Guide (Reference (d)) to provide guidance and standardized procedures for Pentagon Reservation building occupants support for Pentagon Force Protection Agency (PFPA) emergency response actions.

2. **APPLICABILITY**

a. This AI applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (referred to collectively in this AI as the "DoD Components") that are tenants of the Pentagon Reservation.

(2) Guests, visitors, and contractors on the Pentagon Reservation.

b. For the purpose of this AI, the Pentagon Reservation includes all land and improvements defined in section 234 of title 32, Code of Federal Regulations (Reference (e)), with the exception of the Raven Rock Mountain Complex (RRMC). Emergency response at RRMC shall be governed by applicable RRMC regulations.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy, in accordance with DoD Directive 5105.68 (Reference (f)) and DoD Instruction O-3020.43 (Reference (g)), that:
 - a. Force protection, security, and law enforcement of the Pentagon Reservation be provided by the Director, PFFA.

 - b. Leaders and supervisors at all levels on the Pentagon Reservation shall maintain and exercise internal emergency plans for the Pentagon Reservation, and keep personnel on the Pentagon Reservation informed of and trained in emergency response procedures.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides actions and requirements for DoD Components that are tenants of the Pentagon Reservation with regard to emergency response readiness.

7. RELEASABILITY. UNLIMITED. This AI is approved for public release and is available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This AI is effective upon its publication to the DoD Issuances Website.



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Director of Administration and Management

Enclosures

1. References
 2. Responsibilities
 3. Procedures
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (b) Directive-Type Memorandum 07-001, "Pentagon Reservation Component Emergency Response Guide," December 12, 2007 (hereby cancelled)
- (c) "Pentagon Reservation Component Emergency Response Guide," December 12, 2007¹
- (d) "Pentagon Reservation Occupant Emergency Response Guide," April 2, 2008²
- (e) Section 234 of title 32, Code of Federal Regulations
- (f) DoD Directive 5105.68, "Pentagon Force Protection Agency (PFPA)," December 19, 2008
- (g) DoD Instruction O-3020.43, "Emergency Management and Incident Command on the Pentagon Reservation," March 6, 2007

¹ https://extranet.pfpa.mil/evacuation_documents/Component_Emergency_Response_Guide.pdf

² https://extranet.pfpa.mil/evacuation_documents/Occupant_Emergency_Response_Guide_030208.pdf

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, PFFPA. The Director, PFFPA, under the authority, direction, and control of the Director of Administration and Management (DA&M), shall:

a. Monitor implementation of this AI, continually evaluate the effectiveness of Pentagon Reservation protective measures, and advise the DA&M accordingly.

b. Alert the Pentagon workforce of impending hazards and direct immediate protective measures. Protective measures may include sheltering-in-place, internal relocation, evacuation, use of emergency escape masks, or a combination of these or other measures based upon the perceived threat.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, under the authority, direction, and control of the DA&M, shall:

a. Provide facilities management and support services to include life safety and environmental management in support of the protective requirements outlined in this AI.

b. Provide support in the implementation and sustainment of this AI through the Pentagon Fire Marshal (OPFM), who shall:

(1) Establish fire evacuation routes for buildings on the Pentagon Reservation and provide an efficient means to disseminate these to the Pentagon Reservation building occupants.

(2) Establish and maintain a procedure to assign and manage evacuation assembly areas on the Pentagon Reservation for Pentagon Reservation personnel.

3. HEADS OF THE DoD COMPONENTS WITH PERSONNEL LOCATED ON THE PENTAGON RESERVATION. The Heads of the DoD Components with personnel located on the Pentagon Reservation shall:

a. Implement policies and procedures contained in this AI to ensure that shelter-in-place, internal relocation, and evacuation of their personnel are executed effectively.

b. Maintain control and accountability of assigned personnel during all circumstances as required by Reference (g).

c. Ensure personnel are trained and evacuation plans tested annually. Report data to PFFPA, Office of Emergency Management (OEM).

- d. Implement procedures contained in References (c) and (d).

- e. Identify a primary and alternate organizational representative to ensure that plans are coordinated with the OPFM. Provide names of organizational representatives to both PFPA OEM and OPFM.

ENCLOSURE 3

PROCEDURES

1. OVERVIEW

a. PFPA will alert DoD Components to emergency conditions by various means, such as fire alarm, Computer Emergency Notification System, public address systems, Pentagon Police Directorate (PPD), or official fire and emergency personnel.

b. PFPA directs emergency responses, in coordination with the incident or unified commander on the Pentagon Reservation, based upon the unique nature of the incident or threat. Emergency responses on the Pentagon Reservation generally require one of three actions from DoD Component personnel: shelter-in-place, internal relocation, or evacuation. These three response actions could be executed simultaneously along with continuity of operations procedures.

c. During all three emergency response actions, supervisors shall maintain control and accountability of assigned personnel and instruct personnel to carry their emergency escape masks. If personnel are away from their designated work area during an emergency but still within the Pentagon Reservation, those personnel shall follow the procedures of the organization they are with during the emergency, and report their status in accordance with applicable parent DoD Component procedures.

2. SHELTER-IN-PLACE

a. PFPA directs shelter-in-place operations when hazardous conditions warrant that occupants are safer if they remain inside the space.

b. Upon notification to conduct shelter-in-place operations, personnel shall immediately move to their designated shelter-in-place site. This location is typically within or in the direct vicinity of the work place, in a controlled area such as a conference room, or another assigned area with controlled access. Visitors shall follow the instructions of their sponsor or direction of PPD.

3. INTERNAL RELOCATION

a. PFPA directs internal relocation to move occupants from high-risk, hazard areas to a safe area within the building. This response action minimizes the risk of exposure to potential hazards.

b. Upon notification to conduct internal relocation, all affected occupants shall move under the control of PFPA to a designated safe area. PFPA will notify affected personnel through the use of public address systems, PPD officer contact, or other official means.

4. EVACUATION

a. Initiation of Evacuation Procedures. Occupants will be evacuated outside the building when shelter-in-place and internal relocation response options are not practical to protect them within the building. There are two methods by which occupants will evacuate a Pentagon facility:

(1) PFPA-Directed Evacuation. PFPA will manage these unique operations required for emergencies other than fire, to include the designation and announcement of routes and assembly areas, based upon the unique nature of the emergency.

(2) Fire Alarm-Initiated Evacuation. When a fire alarm activates in their assigned facilities, affected elements of Pentagon Reservation personnel shall immediately evacuate the building using either the pre-designated route or the route as directed by PFPA. Fire alarm-initiated evacuation for the Pentagon Reservation will occur as follows:

(a) The Pentagon. The Pentagon fire alarm activation is signaled by a simultaneous high-pitch alarm, flashing strobe lights, and an automated pre-recorded message directing occupants to immediately initiate building evacuation. Pentagon Reservation personnel shall evacuate along their designated egress route to their assigned assembly areas.

(b) Federal Office Building #2 (FOB2). The FOB2 fire alarm activation is signaled by a buzzer that sounds off in a sequence of three continuously repeating blasts, but does not have a public address speaker system to direct occupants. When a fire alarm activates, personnel shall follow their designated office egress route to their designated assembly area within the compound and await further instructions from PFPA. As conditions warrant, PFPA officers will direct personnel to cross Columbia Pike to designated assembly areas or as directed by PPD.

b. Egress Routes and Assembly Areas

(1) The OPFM manages egress routes for all facilities on the Pentagon Reservation to ensure occupants evacuate in a coordinated and safe manner according to building design.

(2) The OPFM shall develop exit routing maps for the Pentagon Reservation.

(3) The OPFM shall assign assembly areas based upon office location and their designated egress route in order to avoid overpopulation at any one location on the Pentagon Reservation.

(4) Personnel occupying space within the Pentagon Reservation shall obtain emergency exit maps from the OPFM. Pentagon Reservation personnel shall send their space(s) room

number, organization and acronym, point of contact (POC) name, phone number, number of occupants, and e-mail address to fireinfo@whs.mil or via telephone at (703) 693-3683.

(5) In general terms, evacuation exits at the Pentagon consist of three distinct means based upon individual office locations: direct exit from doors along the E-Ring on the basement, first, and second floors; exits via A&E Drive onward along designated routes to external assembly areas; and exit through the Center Courtyard to external assembly areas. The Center Courtyard is for movement only and is not an assembly area.

(6) DoD Components shall:

(a) Maintain current egress route maps (see Figure 1) for their spaces and assembly space assignments.

(b) Advise OPFM of significant changes to space populations or relocation to new space.

(c) Post the egress maps or otherwise make them available to all space occupants. Egress maps should be posted by each office exit door.

(d) Maintain positive control and accountability of their personnel. Once in their assigned assembly area, accountability will be conducted and results forwarded to the Integrated Emergency Operations Center (IEOC) at 30 minute increments from evacuation. DoD Components will continue to report their accountability until they have accounted for 100 percent of their personnel or until the all clear is given.

c. Re-entry. The Incident Commander has the authority to give the all clear. Once the all clear is given, occupants will be allowed re-entry into the building.

d. Individuals Requiring Assistance. Supervisors shall:

(1) Instruct employees to identify any assistance they may require during emergencies due to mental or physical needs.

(2) Ensure those individuals requiring assistance are assigned two "buddies" to assist them during an emergency response situation.

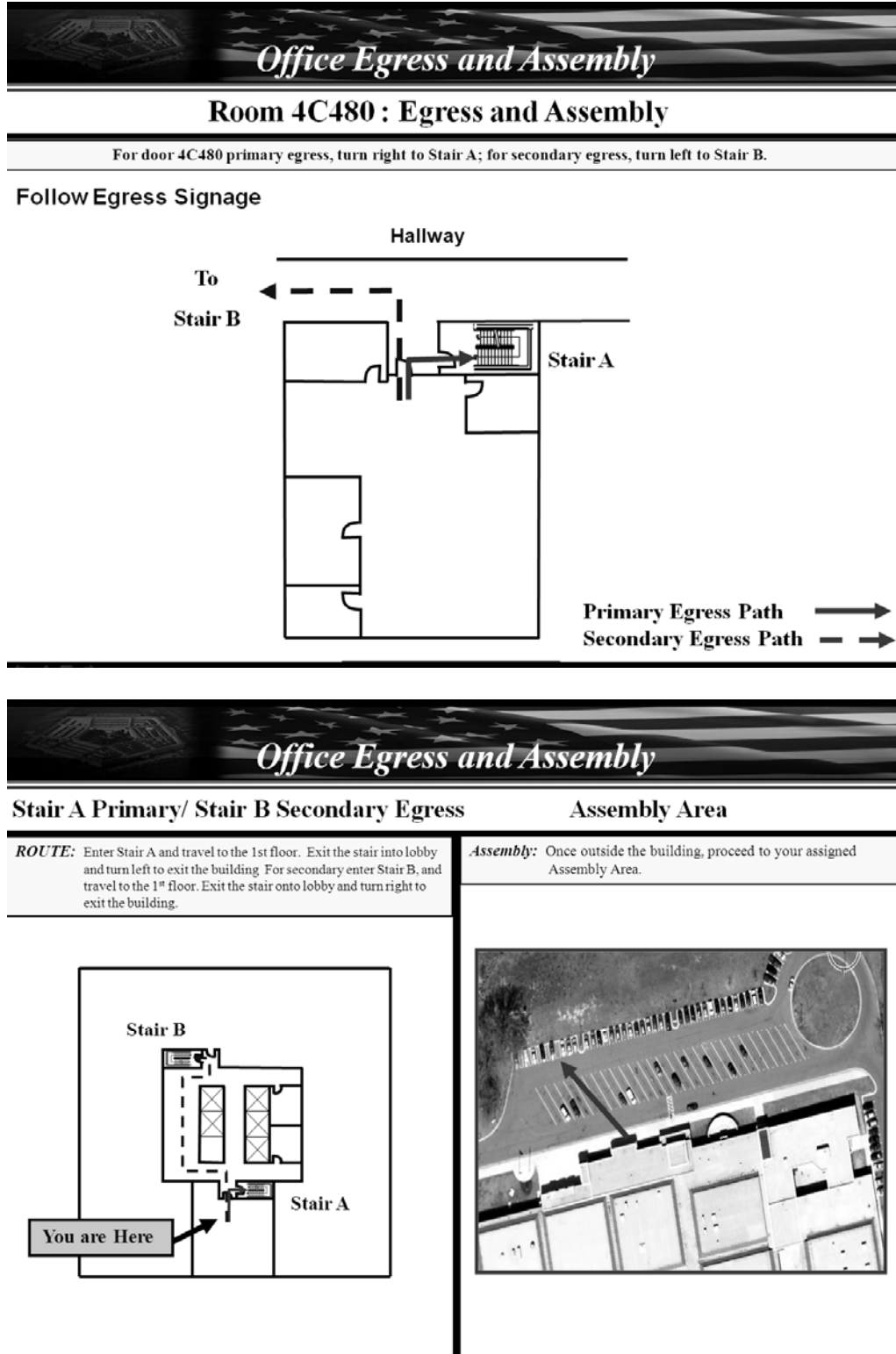
(3) Contact the OPFM to have an individual evacuation plan prepared for those individuals requiring assistance. Any information regarding assistance individuals may need shall remain confidential.

(4) Provide the names and locations of individuals requiring assistance to the OPFM and PFFPA OEM as needed.

e. Office Warden. Supervisors shall ensure primary and alternate office wardens are designated for all appropriate subordinate offices. Office wardens shall ensure that all personnel

within the designated office have departed and shall indicate the office is vacant by posting a “Cleared” placard on the bottom of the outside of the office door during internal relocation or evacuation.

Figure. Egress Maps



e. Accountability and Reporting

(1) DoD Components shall identify a primary and alternate POC from each Component. The POC shall provide contact information to the PFPA OEM and update any information changes by e-mailing the OEM at pfpa_emergency_preparedness@pfpa.mil or calling (703) 695-2922, (703) 695-2923, or (703) 695-2930.

(2) The POC shall report the following accountability information to the IEOC by e-mail at operations@pfpa.mil or by calling (703) 697-1001 upon initiation of any of the three response actions. This information is due every 30 minutes until 100 percent personnel accountability is achieved.

(a) DoD Component or organization.

(b) Date and time.

(c) POC name and contact information.

(d) Total number of personnel unaccounted for.

(e) Name(s) of personnel unaccounted for.

(f) Remarks as appropriate.

(3) The IEOC may be reached at any of the following contact points:

(a) Telephone: (703) 697-1001

(b) Facsimile: (703) 695-5435

(c) E-mail: Operations@pfpa.mil

f. Evacuation Exercise Permits. Supervisors shall submit a completed DD Form 2798, "Application/Permit for Use of Space on the Pentagon Reservation," to the Pentagon Building Management Office, Special Events Coordinator, Room 2E122, telephone (703) 697-7351 or e-mail PBMOSpecialEvents@whs.mil, in order to schedule an evacuation exercise. FOB2 exercises may be scheduled through the FOB2 Building Management Office, Room 1030, telephone (703) 614-2177.

GLOSSARY

DEFINITIONS

These terms and their definitions are for the purposes of this AI.

A&E Drive. The secure vehicle access to the interior roadways of the Pentagon Building and the Center Courtyard.

buddy. A person designated to assist a person with mental or physical impairments during an emergency.

Center Courtyard. The landscaped area of approximately 5 acres within the interior of the Pentagon.

Computer Emergency Notification System. A system operated by PFPA which provides information directly to all unclassified computer systems on the Pentagon Reservation regarding potential emergency situations.

egress. The act of departing a hazardous area.

emergency escape mask. A device utilized by individuals to protect them from chemical and biological hazards.

office. A physical suite location located within the Pentagon Reservation, e.g., 5E1001.

Office Warden. The person designated with the responsibility of ensuring all personnel have physically departed an area and the office is vacated.

Pentagon Reservation. The area of land consisting of approximately 280 acres and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, FOB2, the Pentagon Heating and Sewage Treatment Plants, and other related facilities are located, including various areas designated for the parking of vehicles. For the purpose of this AI, this area does not include the land and physical facilities at RRMC.