

OSM Headquarters (SIB) Occupant Emergency Plan



General Evacuation Procedures

- Stop work and meetings immediately; terminate phone calls.
- Secure all sensitive materials.
- Take personal belongings such as medicine, keys, coats, purses, etc.
- Close, but DO NOT LOCK office corridor doors.
- Follow designated evacuation routes.
- Trained wardens assist in the evacuation; comply with their instructions. (Egress diagrams attached.)
- Proceed to Rally Point and await further instructions.

Command Team

(Command Team: Carol King, Chief Division of Administration; Maurice Banks, Safety & Occupational Health Manager, Division of Administration; Pam Veal, Program Analyst/Facilities, Division of Administration)

- Stop work immediately.
- Proceed to the parking lot area, wear your Green hat.
- Gather information from wardens regarding evacuation, report information to Command Center.
- Contact persons needing assistance and forward information to Command Center.
- Report to rally point and update status of emergency to management/occupants.

Warden

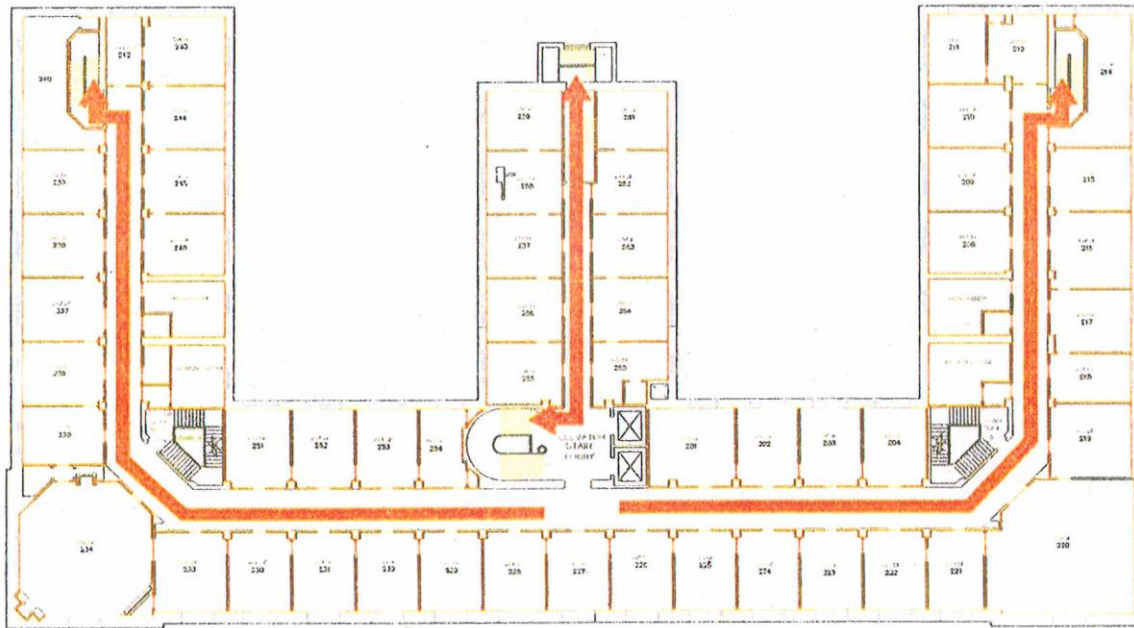
(Wardens: 1st Floor – Khalia Boyd, Renata Garris, Pat Lowery; 2nd Floor – John Trelease, Angie Poole-Walker, Towanna Thompson; 3rd Floor – Al Green, Lisa Wise)

- Stop work immediately, wear Orange hat If available.
- Check stairwell, make sure there is no smoke present.
- Proceed to the corner of wing & observe evacuation. (stay visible)
- Check to see if anyone is still in office space.
- Before exiting building, report notable information to Command Team.
- Report to Rally Point.


Persons Requiring Assistance

- Notify your supervisor of special needs.
- Have a “Buddy” assigned to you.
- When alarm sounds, relocate to a safe location/unaffected area with your “Buddy”.
- Contact the Command Center (202)208-2529, Call 911 if necessary.
- Stay visible, emergency response personnel need to see you.
- If your “Buddy” is unable to assist you, let your warden know of your status

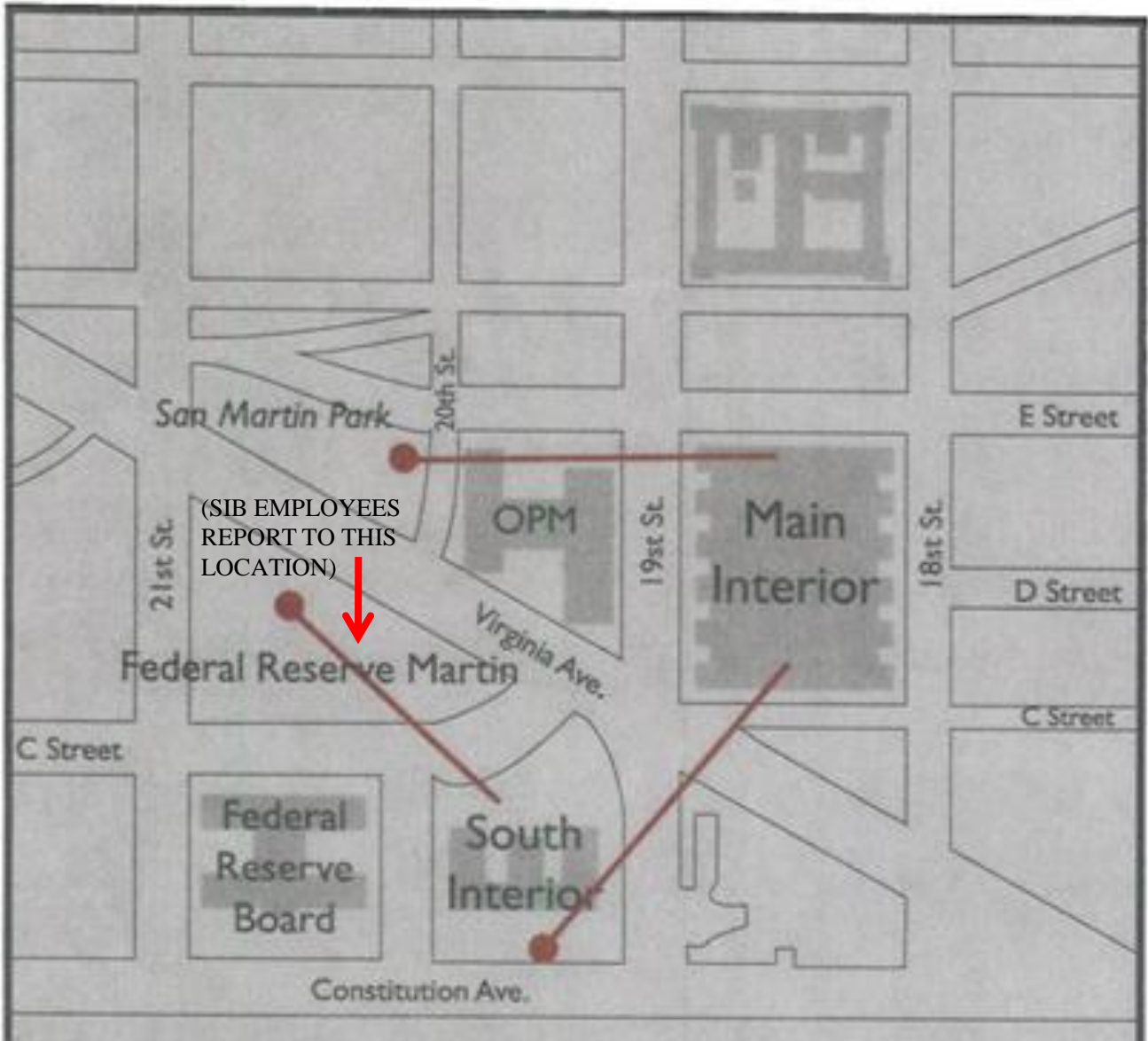
2nd/3rd floor Evacuation route



SECOND FLOOR SIB - EGRESS - EXIT PATH
KEY: EGRESS: EXIT STAIRS:

 United States Department of the Interior - SOUTH BUILDING
2nd Floor Plan - 1951 Constitution Avenue, N.W.
National Business Center - Space Management - October 15, 2001

Rally Point Map



Shelter – In - Place

- Not every emergency in or near the building leads to an evacuation.
- Some emergencies such as tornados, civil disturbances, chemical or biological attacks may cause the Command Team to direct you to remain in the building or relocate to a safer location in the building until the situation improves.
- The building PA system will be used to keep employees informed of the situation.

Emergency Telephone Numbers

- Security/Command Center (SIB) 208-2529
- Building Manager (MIB) 208-7560
- Main Security Office (MIB) 208-5111
- DOI Emergency Information 208-6606
- Health Unit (MIB) 208-7057
- Fire/Medical/DC Police 9-911