

Emergency Action Plan

(In compliance with 29 CFR 1910.38-Emergency Action Plan)

This is the site-specific emergency response plan for the W. Preston Street complex. This EAP describes potential emergencies at this site, procedures for responding to those emergencies, roles and responsibilities during emergency response, and training that workers must receive in order to follow emergency procedures. This plan also describes the provisions this site has made to coordinate its emergency response planning with other contractors on site and with off-site emergency response organizations.

This emergency response plan is consistent with the requirements of 29 CFR 1910.38 and provides the following site-specific information:

- * pre-emergency planning
- * personnel roles, lines of authority, and communication
- * emergency recognition and prevention
- * safe distances and places of refuge
- * site security and control
- * evacuation routes and procedures
- * emergency medical treatment and first aid
- * emergency alerting and response procedures
- * critique of response and follow-up

During the development of this emergency response plan, local, state, and federal agency disaster, fire, and emergency response organizations were consulted to ensure that this plan is compatible and integrated with the plans of those organizations.

Pre-emergency Planning

This site has been evaluated for potential emergency occurrences, based on site hazards, the tasks within the work plan, the site topography, and prevailing weather conditions. The results of that evaluation are shown in Table 11-1 below. Appendix 11.6.a-e describe procedures for each emergency and line of command and communications

Table 11-1 Potential Site Emergencies

Location of Source	Source of Emergency		Appendix
Fire	Facility Activities		EAP-A
Bomb Threat	Hostile Persons		EAP-B

On-Site Emergency Response Equipment

Emergency procedures may require specialized equipment to facilitate worker rescue, contamination control and reduction, or post-emergency clean-up. Emergency response equipment stocked on this site is listed in Table 11-2. The equipment inventory and storage locations are based on the potential emergencies described in Table 11-1. This equipment inventory is designed to meet on-site emergency response needs and any specialized equipment needs that off-site responders might require because of the hazards at this site but not ordinarily stocked.

Any additional PPE required and stocked for emergency response is also listed in Table 11-2 below. During an emergency, the Incident Command Center is responsible for specifying the level of PPE required for emergency response in accordance to conditions as that arise. Emergency response equipment is inspected at regular intervals and maintained in good working order. The equipment inventory is replenished as necessary to maintain response capabilities.

Table 11-2 - Emergency Equipment and Emergency PPE

Emergency Equipment	Specific Type	Quantity Stocked	Location Stored
Fire extinguisher	ABC Dry Chemical	46	Throughout Facility at stairwells exit and corridors
AED	LifePak	16	Information Desk/ Elevator lobby throughout building
PAPR Respirator	MSA	10	FOM Personnel
Standpipe Connections	2 " hose connection	56	In Stairwells 1-5 each floor
Hose Connection	1 ½" hose connections	81	Outside stairwells 1-3 on office side / 4 each floor lab side
Emergency Generators		3	Central Utility Plant

Emergency Planning Maps

Figure 11-3a provides a map of the site with key on-site emergency planning information clearly marked. Emergency evacuation route(s), places of refuge, assembly point(s), and the locations of key site emergency equipment are identified on this map. Major topographical features and the direction of prevailing winds/weather conditions that could affect emergency response planning are also marked on this map. Figure 11-3a is maintained at information desk and shows roads and fare ways from the facility.

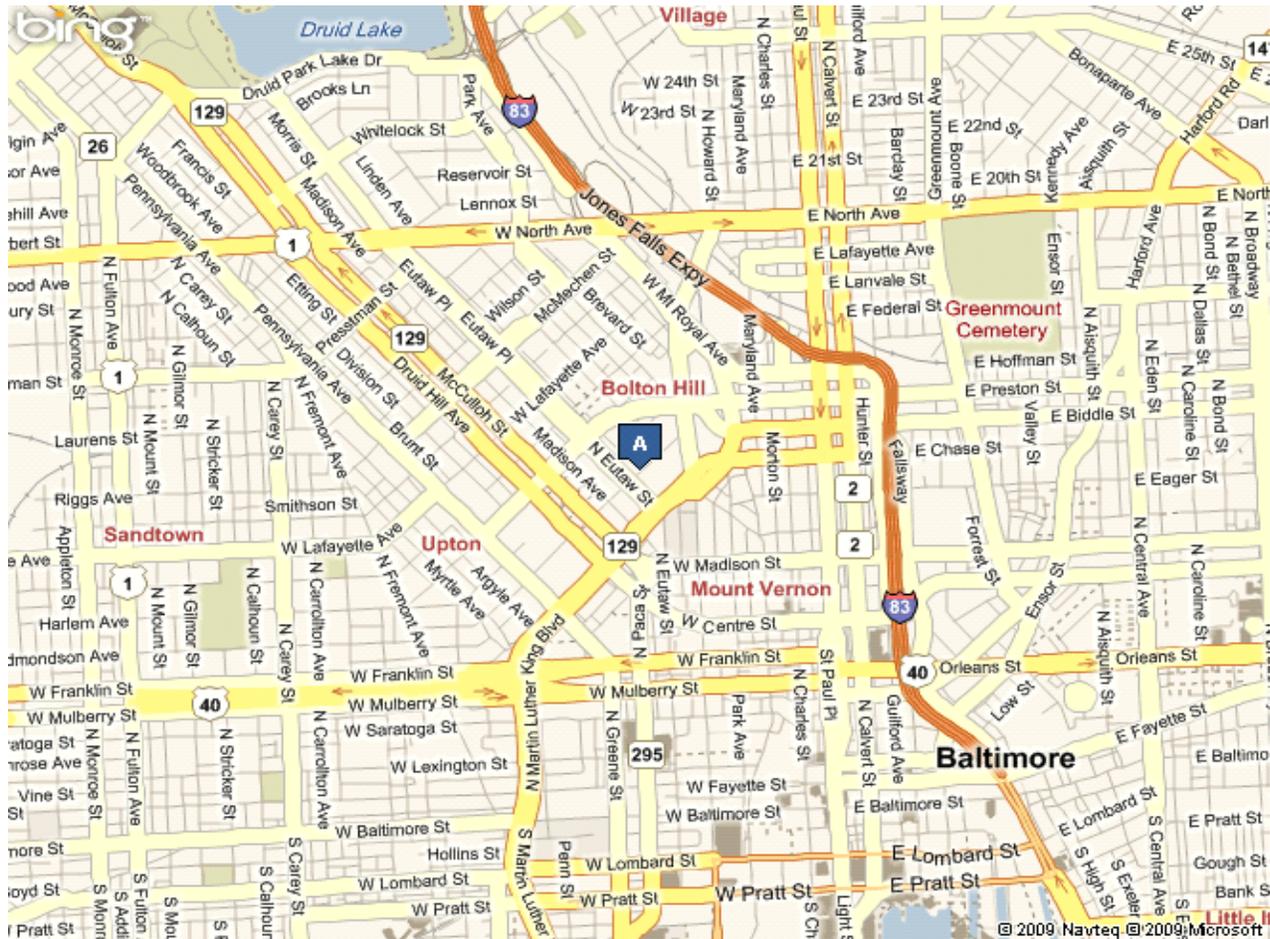


Figure 11-3b indicates the route to the nearest emergency medical assistance. Figure 11-3b is posted at the following locations:

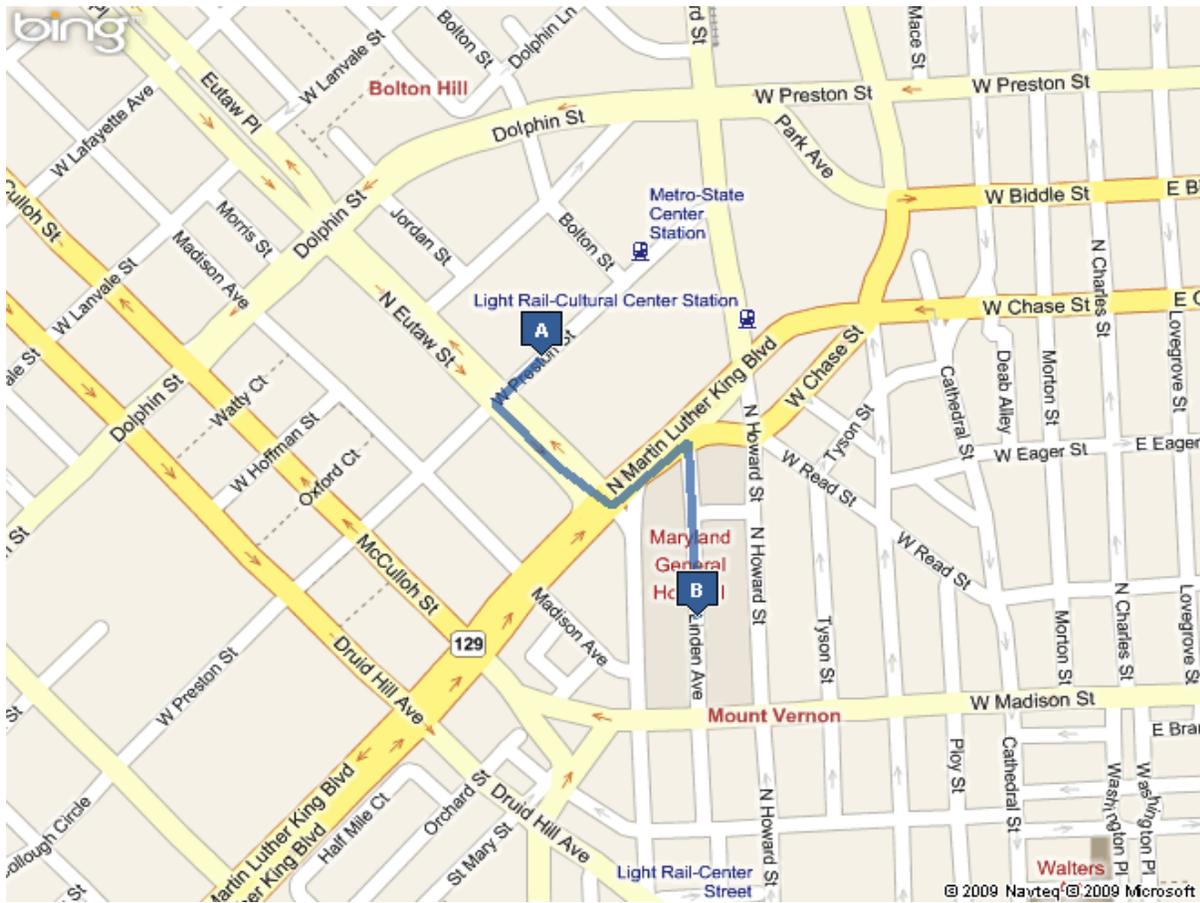
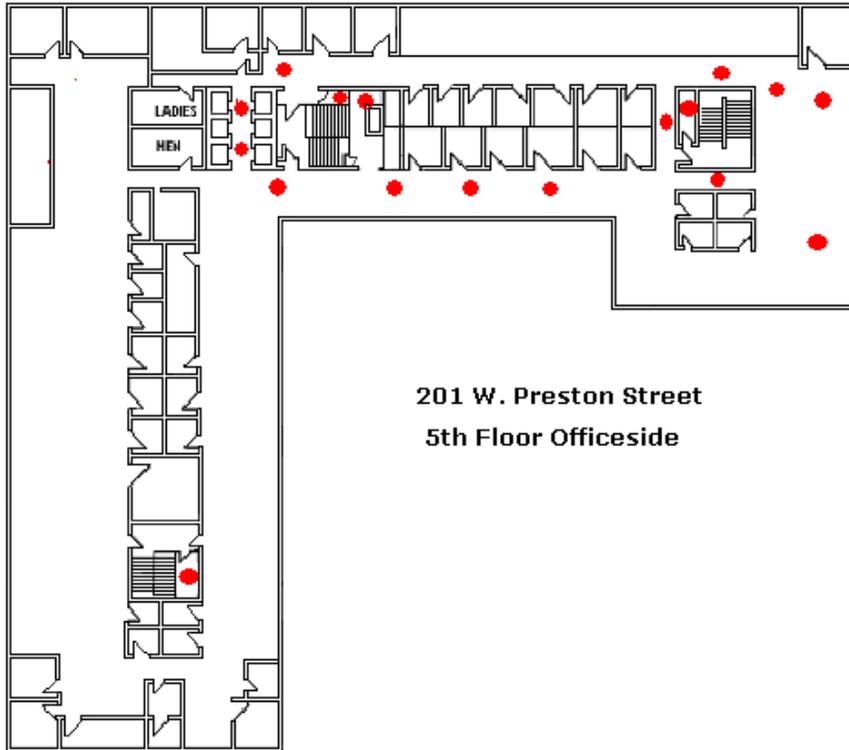


Figure 11-3C Indicates Representative Floor Plan located on each floor of the building showing assigned evacuation routes, response procedure, and fire alarm devices.



Roles and Responsibilities for On-Site and Off-Site Personnel

Facilities Operations and Maintenance in cooperation Maryland Capitol Police and the Maryland Department of Health are responsible for implementing the emergency response plan and coordinates emergency response activities on this site. A Unified Command Staff provides specific direction for emergency action based upon information available regarding the incident, response capabilities, initiation of emergency procedures, including protection of the public and notification of appropriate authorities, and recovery planning and operation. Roles and Responsibilities may differ depend on the nature of the emergency.

In the event of an emergency, site personnel are evacuated and do not participate in emergency response activities, except as Indicated below.

Limited On-Site Emergency Response Activities

- Initiate evacuation procedures
- Coordinate communication with that outside site
- Initial responder/notified
- Manage in place (Disabled Persons)

Emergency Alerting, Communication and Evacuation

Upon discovering an emergency situation, personnel notify MDH Administrations, FOM or MCP, who will evaluate available information and initiate response. Site workers are alerted to emergencies through the use of an automatic Fire alarm system. The employee alarm systems at this site are listed in Table 11-5.

Table 11-5 Employee Communication and Alarm Systems

Type of Alarm	Location	How Communication/ Alarm is Used
EST 3 Fire Alarm System (Edwards Sys Technology)	Throughout Facility	Pull Stations. Smoke and Heat Detector and Sprinkler Flow Switches / Push to Talk Public Address
Email Network Listing	Throughout Facility	Internal PC used
Emergency Phone	Throughout Facility at the stairwells	Automatic Ring Down and Dial call back feature (see table 11-6)
Emergency Contact List	Lobby Information Desk / M6A	Secured list of numbers for Site Personnel

Table 6 - Emergency Phones

Below are the numbers to each corridor emergency phone that can be called from any desk phone.

5 th Floor	Stairwell 1	40001	Stairwell 2	40000	Stairwell3	Receiver missing
4 th Floor	Stairwell 1	40035	Stairwell 2	40045	Stairwell3	40062
3 rd Floor	Stairwell 1	40047	Stairwell 2	40046	Stairwell3	40062
2 nd Floor	Stairwell 1	40049	Stairwell 2	40048	Stairwell3	40061
1 st Floor	Stairwell 1	40050	Stairwell 2	40051	Stairwell3	40060
Lobby	Stairwell 1		Stairwell 2	40052	Stairwell3	40053
Service Lobby	Stairwell 1		Stairwell 2	40054	Stairwell 3	40044

This Fire Alarm Systems are tested 4 times a year under normal site operating conditions to ensure that it is in good working order and can effectively alert all persons on-site. Inspection records of alarm tests are kept by the Superintendent's Office, Rm. 1311, 301 W. Preston Street. If evacuation notice is given, site workers leave the worksite in accordance with the procedures outlined in section 11.6a by way of the nearest or designed exit.

Appropriate primary and alternate evacuation routes and assembly areas have been identified and are shown on the Emergency Response Map Fig 11-3b. The routes and assembly area will be determined by conditions at the time of the evacuation based on wind direction, the location of the hazard source, and other factors as determined by rehearsals and inputs from emergency response organizations.

Personnel exiting the site gather at a designated assembly point at A Parking Lot to determine that everyone has successfully exited the site, personnel will be accounted for at the assembly site. (See figure 3) If any worker cannot be accounted for, notification is given to the Incident Command Center in the lobby of the building so that the appropriate action can be initiated.

Contractors and subcontractors on this site have coordinated their emergency response plans to ensure that these plans are

Compatible and that source(s) of potential emergencies are recognized, alarm systems are clearly understood, and evacuation routes are accessible to all personnel relying upon them.

Emergency Response

Emergency response command and responsibilities will vary based on the nature of the emergency. The procedure and lines of authority and communication per incident type can be found in Appendix of this plan.

Emergency Medical Treatment and First Aid

Personnel who require medical care and/or who are transferred to a medical facility should call Maryland Capitol Police Communications at X74793 to arrange for medical escort of arriving Emergency Medical Technicians. Tenants must inform the Police Communications Operator with the exact location of the sick person ensuring Building, Room Number, Contact name and call back number. MCP will then assign someone to await the arrival of the EMT and escort them to the sick or injured person.

Emergency Response Critique and Plan Updates

After every emergency incident or evacuation of this site, the facility life safety committee will evaluate the quality and safety of response activities. Any deficiencies in response actions will be included in a specific follow-up plan and corrected. This emergency response plan is evaluated periodically throughout site operations and updated for accuracy. Changes made to emergency response procedures as the result of rehearsals or actual response incidents are recorded in this Plan. Site workers receive notification and training on changes to the Plan through

Emergency Response Training

Site personnel are trained in the contents of this emergency response plan, including potential emergencies, personnel roles and responsibilities, evacuation routes and procedures, and the location of medical assistance through the distribution of the relevant Appendix of this plan. Additionally, site workers participate in emergency response rehearsals. Off-site emergency response organizations participate in the rehearsals as necessary. Rehearsals are held annually. A log of the evacuation rehearsals is kept in Room 1311, 301 W. Preston Street.

Table 11-4 Emergency Communication Information

The list of telephone numbers below are the emergency contact numbers for this site. These emergency numbers are verified to be accurate, working numbers. Site personnel are trained and rehearsed in site-specific emergency calling procedures. A copy of this contact information is posted at the following locations:

301 W. Preston Information Desk	M6A 301 W. Preston Street
201 W. Preston Information Desk	Rm 1311,

SITE PERSONNEL – Figure 1

Department	Name	Work Number	Emergency After Hour Number	Email
MDH	Tom Jackson	410-767-6808	410-402-3042	Tom.Jackson@maryland.gov

Administration				
MDH Administration	Charles Davidson	410-767-5923		Charles.Davidson@maryland.gov
MDH Administration	Kirby Brooks	410-767-6849		kirby.brooks@maryland.gov

E-mail address	Office#	Home #	Cell/pager#
daniel.campbell@maryland.gov	410-767-4426	410-371-5118	410-627-7357
ellery.handy@maryland.gov	410-767-4418	410-878-1968	410-812-1120 (c)
mike.henry@maryland.gov	410-767-4415	1-717-632-0862	443-845-7804 (c)
duane.lucas@maryland.gov	410-767-1915	1-410-857-1723	410-716-9206 (p)

Employee By Classification

OUTSIDE ASSISTANCE

Agency Contact	Address/Location	Telephone	
Ambulance/EMS		72911	
Police		72911	
Fire		72911	
Maryland General	827 Linden Address	410-225-8000	
Secondary Medical Facility	University of Maryland	410-328-8667	
MEMA	5401 Rue Saint Lo Drive Reisterstown, MD 21136	1-800-492-TIPS	

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ERP A – Fire Notification and Response Action

The primary response action for fire emergency for occupants is total egress of the affected fire area. The following instructions are not sequential, but should occur simultaneously with the assistance of others. The Incident Command System structure in accordance with the National Incident Management System should be employed for all emergency activities to ensure effective interagency response by the various Departments.

(ERC) Floor Warden (Fire Floor)

Upon Discovery of Fire or sound of Fire Alarm (REACT):

- 1) R - REMOVE PERSONS IN IMMEDIATE DANGER.
- 2) E - ENSURE DOORS TO THE FIRE AREAS ARE CLOSED.
- 3) A - ACTIVATE THE BUILDING'S FIRE ALARM SYSTEM.
- 4) C - CALL FOR HELP (74793) TO NOTIFY THE MCP COMMUNICATION CENTER .
- 5) T - TREAT ALL FIRES AS DANGEROUS (DO NOT HESITATE).

Initiate Evacuation as follows:

- Report emergency to MCP at X74793 via red emergency phone or other means of conditions on the floor.
- Evacuate occupants using your nearest or designated stairwell
- Shelter in Place
In the event there is a threat located in a certain area of the campus. It may be necessary to move everyone to a safer section of the building.
In this case the building will not be evacuated completely. You will receive Instructions directing you to take shelter in an area of the building furthest away from the threat.
- Elevators shall not be used.
- Personnel without prescribed duties shall immediately evacuate the building following the instructions of the Emergency Response Coordinator (Fire Wardens) in a calm and orderly manner.
- Report areas clear of personnel to the Incident Command Center or of anyone remaining

Searchers

- Walk through all offices, closets, rest rooms and out of the way areas to ensure shall personnel have been alerted to evacuate.
- Once walk through has been accomplished shall report areas clear to floor wardens and evacuate.

Wardens

- Standby in stairwell with disabled person that might remain on the floor
- Use Red Emergency Phone to inform MCP of location of disabled person
- Incident Command Center must be kept informed of their whereabouts at all times.
- The disabled person should never be left unattended during emergency situations.

Evacuation of Disabled Personnel

- Accomplished only if deemed necessary by facility personnel
- Be accomplished after the bulk of the floor population has cleared to prevent from impeding traffic.
- Be taken inside the stairwell enclosure (Area of Rescue Assistance) to await removal by Fire Department if conditions allow.
- Should never be left unattended during emergency situations.

- Use Red Emergency Phone to inform MCP of location of disabled
- Incident Command Center must be kept informed of their whereabouts at all times.

Security Officer

Upon sound of Alarm immediately notify MCP Communication Center. Immediately stop personnel from entering to building until the arrival of Senior MCP and FOM staff. Perform support duties as assigned by Senior MCP official.

MCP

Police Monitoring Center

Upon notification on Fire Alarm, check the annunciator to ascertain the location and annunciating device of the alarm and activate the Incident Command Center and relay information via two way radio to inform all MCP and FOM radio units as follows:

**Attention: All FOM and MCP units. The Fire Alarm has activated at:
(Building)
(Floor)
(Device)
(other description) please respond.**

Notify or call 72911 if fire is reported
Contact MCP Shift Commander
Contact FOM Work Control
Notify Maintenance Supervisor

Agency Health and Safety Specialist.

- Receive and relay other emergency communications to Incident command center.
- Monitor and coordinated communications between maintenance and police channels.
- Communicate with floor wardens via emergency phones as follows.
- If floor wardens have disabled personnel who cannot walk down stairs, they are to take them inside the stairwell. (Area of Rescue Assistance)
- Should keep disabled personnel informed of the status of the emergency.
- Shall forward Emergency Phone operation to the incident Command Center in the lobby of the affected building upon request.

MCP Shift Supervisor

Immediately proceed to the lobby of the effected building and establish the command center

- Ascertain the location of the alarm from Police Monitoring Center.
- Assign someone to the area of alarm to ascertain cause and to assist ERC as needed.

- Assign someone await and direct arriving Fire Department Personnel to the trouble area.
- Assign someone to the Police Monitoring Center to assist operators with calls if needed.
- Assign someone to the (Area of Rescue Assistance) to locate, check conditions and assist disabled personnel as needed.

Facilities Operations and Maintenance

Superintendent / Maintenance Supervisor/ Incident Commander Checklist

Upon Notification of Fire or Alarm shall immediately proceed to the lobby of the affected building.

- Direct Facility Operations Personnel to report to the lobby of the affected building to perform support duties.
- Assign someone to escort the Fire Department to area of alarm.
- Assign someone to assistance ERC as needed.
- Assign someone to the (Area of Rescue Assistance) to check for any disabled persons.
- Perform support duties to Fire Department as needed.

Upon termination of emergency shall reset fire alarm and return buildings to normal operating condition.

Agency Health and Safety Specialist

Upon notification of alarm, shall proceed immediately to the area of the alarm to ascertain cause and direct firefighting effort if feasible and assist ERCs in directing personnel.

Coordinate with fire department personnel to ensure that the necessary utilities are available to support the firefighting effort.

Inform the incident commander center of conditions on the floor

Develop or recommend corrective actions if cause of the fire once identified.

Return to fire alarm system to normal upon termination of emergency.

Safety Precaution for All Emergency Management Personnel

Personnel responding to a fire emergency are only concerned with the protection of life.

Responders are not to attempt a Fire Fighting Effort unless the fire is small and lives are at risk.

Stay inside the Area of Rescue Assistance (Stairwells). Occupants are instructed to take the disabled there to await rescue.

Maintain radio contact with the Incident Command Center and call for assistance if needed.

Be mindful that fire, heat and smoke always rises and below the fire floor is the safest place.

Stay low to the floor.

EAP B - Bomb Threat Protocol

Hostile persons or organization that issue bomb threat to a facility do so either to instill fear or an individual has knowledge or reason to believe that a device has been planted and want to warn the facility. Responding to bomb

threats will vary depending on the nature of the call or threat. The following is intended to outline the options to consider at these times and to make persons affected aware of the considerations that the facility must make.

Bomb Threat Response Action

How the facility respond to a bomb threat will depend a number of factors which consist of but not limited to:

Information received for the caller.

Intelligence from law enforcement or other agencies.

The chances of a devices being introduced into the facility.

How specific the callers information is about the facility and other indicators.

Psychological state and response of the occupants.

In that the response action is dependent primarily on the information gather, it is essential that the appropriate information be gather and reported.

Reporting of Threats or Suspicious Items

Threats by Phone and suspicious packages should be reported to the immediate supervisor or management personnel. Bomb Threat Checklist Cards have been distributed throughout the facility for use to gather information for threats by phone.

The Supervisor or Management personnel shall immediately call DGS Police at (410)767-4434 to report the threat or use red emergency phone.

If threat by phone, leave the phone off on the hook. This will leave the line open and enable the call to be traced easier.

Response Action Planning

Options

There are only three options to implore in the response of a bomb threat. The following explores the options as well as their advantages and disadvantages:

Option 1 - Ignore the Threat but notify MCP

The least favorable option, but an option just the same, should be implore only if it is absolutely impossibility for the threat to be taken seriously. Calls issued by children, and people who express absolutely no apparent knowledge of the facility and its Departments, may provide grounds for this option.

Option 2- Search the Facility and Evacuate if a device is found.

This option is more favorable and the most preferred by Emergency Response Agency because:

The search of the areas is conducted by personnel familiar with the areas and items in it.

The search is done much quicker.

The search can be conducted without too much disruption of normal business, possibly minimizing Bomb Threat calls.

Option 3 - Evacuate First, then search the facility.

This option is implored when it is likely or highly probable that a device has been planted. Verifiable specific information from the caller such as room numbers, names of individuals, a working knowledge of the facility and locations in it, Knowledge of departments and their locations etc., location of the device, may be grounds for using this option. Building evacuations may be conducted according to the location of the device.

Search Options

Search by Supervisory Personnel

This option will give a more rapid search of an area however the search may not be as thorough or complete. This option will offer the least disruption in productivity however a morale problem will ensue if workers find later that a bomb threat was issued and that were left uninformed.

Search by Building Occupants

It has been determined that the most expedient and effective means of searching for a suspicious device is to have the search conducted by the normal occupants of the building. The occupant of a given area is in a better position to determine what belongs in the area and what looks out of place. In addition to the familiarity of the occupant, their own interest in their personal safety is more likely to produce a more thorough search of the area. The drawn backs of this option are the danger presented if a device has been placed in the facility and the need to train and drill an entire workforce.

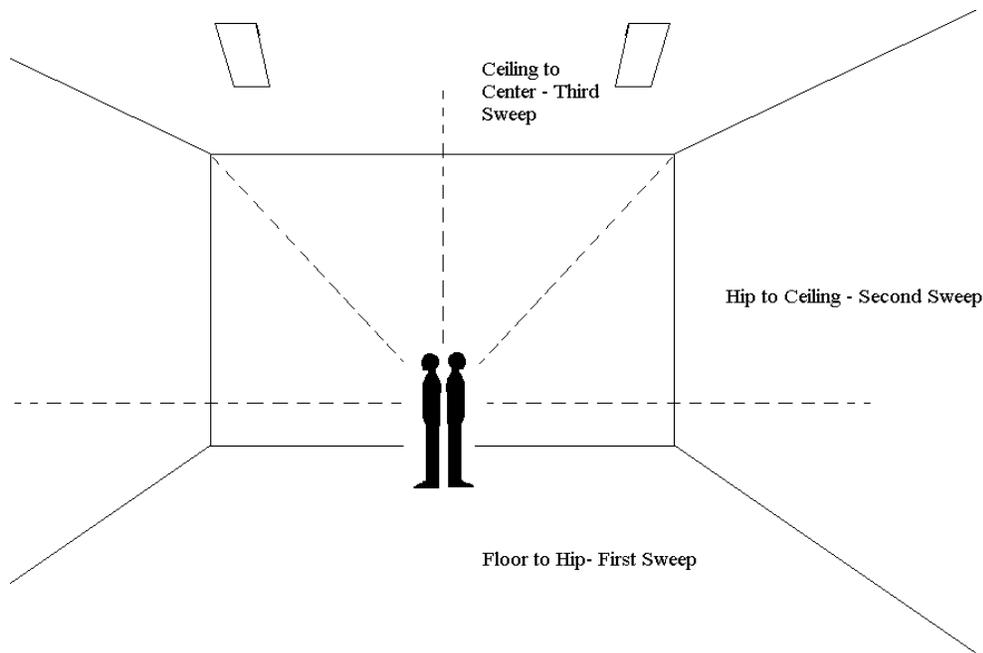
Search by Law Enforcement, Police or Emergency Response Agency

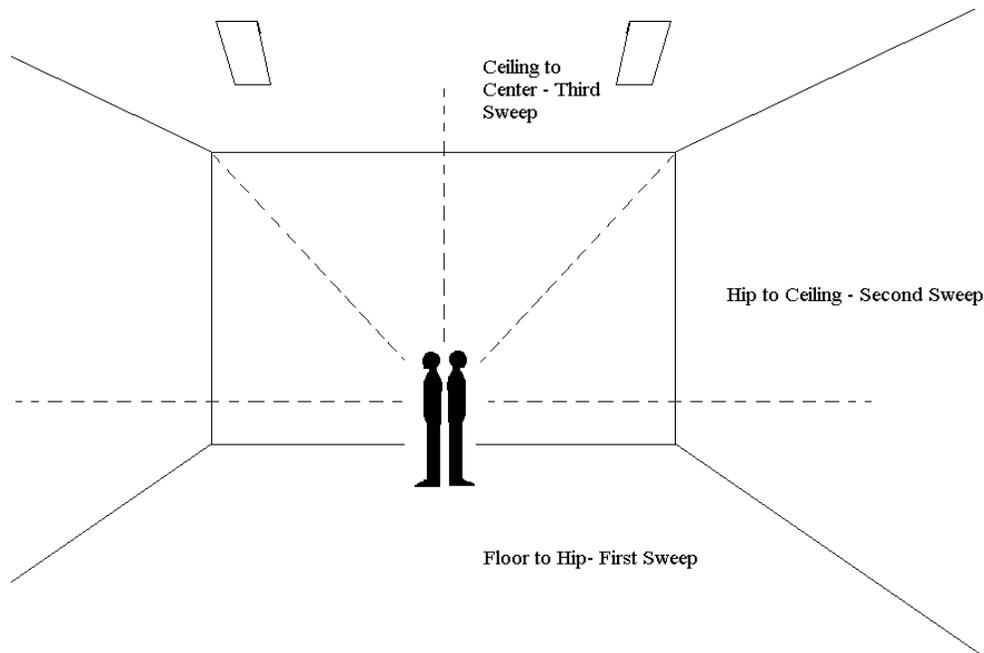
This option is the best to implore for safety; worker morale and thoroughness though it is the most time consuming and will interfere with and reduce the productivity of an operation. Another drawback to this option is that at any given time, the resources needed to perform to search by the authority having jurisdiction may not always be readily available.

Basic Search Technique (Illustration)

In Conclusion, the following steps should be taken in order to search a room:

1. Divide the area and select a search height.
2. Start from the bottom and work up.
3. Start back-to-back and work toward each other.
4. Go around the walls and proceed toward the center of the room.





Suspicious Object Located

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to the appropriate warden. This information should be relayed immediately to the command center, which will notify the police and fire departments, and rescue squad. These officers should be met and escorted to the scene.
2. If absolutely necessary, place sandbags or mattresses, never metal shields, around the suspicious object. Do not attempt to cover the object.

3. Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.
4. Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
5. Evacuate the building.
6. Do not permit re-entry into the building until the device has been removed/disarmed, and the building declared safe for re-entry.

Threat by Phone

1. Try to get someone's attention while you are on the phone.
2. Have them Notify the DGS Police at (410)767-4793 or Red Emergency Phone.
3. Gather as much information as possible by using the Bomb Threat Checklist.
4. Try to keep the caller on the phone as long as possible.
5. If your phone is equipped with Caller ID, write down the number.
6. Do not hang up your even if the caller hangs up. This may keep the line open and traceable.

BOMB THREAT CHECKLIST: A checklist has been distributed and should be used to gather as much information from the caller as possible. This sheet asks the same information, can be copied and more easily distributed.

Exact Time of Call:		Exact Words of the Caller:	
When is Bomb going to explode?		Where is the Bomb?	
What Kind of Bomb Is It?		What Will Cause It to Explode?	
Why:		Where Are You Calling From?	
What Is Your Name?		What Is Your Address?	
Call's Voice: Check Appropriate Space			
Calm	Familiar	Normal	Accented
Lisp	Giggling	Crying	Excited
Slurred	Loud	Disguised	Rapid
Angry	Stutter	Sincere	Squeaky
Stressed	Broken	Slurred	Slow
Other:			
Number/Message on Caller ID:			
Remarks			

