EMERGENCY ACTION PLAN
TWIN TOWERS BUILDING
Revision
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Florida Department of Environmental Protection
Department Name

2600 Blair Stone Road
Street Address

Tallahassee 32399
City Zip Code

Prepared by:

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Signature Date
OSHA requires employers to have an emergency action plan. The purpose of the plan is to eliminate or minimize hazards to employees in the event of a fire or other emergency. This sample plan is designed to follow the emergency action plan required for most businesses.

This plan includes:

- LOCATION OF THE PLAN
- MINIMUM PLAN REQUIREMENTS
- DESIGNATION OF EVACUATION PROCEDURES AND EXIT ROUTES
- PROCEDURES FOR CRITICAL PLANT OPERATIONS
- ACCOUNTING FOR EMPLOYEES
- RESCUE AND MEDICAL DUTIES
- EMERGENCY REPORTING
- ALARM SYSTEMS AND NOTIFICATION OF EMERGENCIES
- TYPES OF EVACUATION IN EMERGENCY CIRCUMSTANCES
- EMPLOYEE TRAINING
- SOURCES FOR EMPLOYEES TO OBTAIN FURTHER INFORMATION ABOUT THE PLAN

This Emergency Action Plan follows the OSHA requirement for a written plan found in 29 CFR 1910.38. Further information on alarm systems can be found in 29 CFR 1910.165 and 1910.38(a)(ii). In the event of an emergency situation, personal safety is the responsibility of each employee. Floor wardens have been assigned to each floor/section to direct the orderly process of evacuation.

Every employee is required to comply with the directions of any floor warden during an emergency evacuation. Failure to do so jeopardizes not only individual safety, but also the safety of others. Floor wardens are directed to report to the Safety Program Administrator any violation of this policy.

Every employer must have a plan. Employers with more than 20 employees must have written plans. Employers with fewer than 20 employees may have oral plans.
PURPOSE

This plan is for the safety and well being of the employees of:

The Twin Towers Building, 2600 Blair Stone Road, Tallahassee, Florida

It identifies necessary management and employee actions during fires, bomb threats and other emergencies. Education and training are provided so that all employees know, understand and can comply with the Emergency Action Plan.

LOCATION OF PLAN

The Emergency Action Plan can be found at the station or office of each Chief Floor Warden. The Building Emergency Evacuation Coordinator, the Building Superintendent and the Twin Towers Security Desk also maintain a copy.

Upon request, an OSHA/DLES, Division of Safety representative may obtain a copy of the plan from the Building Emergency Evacuation Coordinator.

DEFINITIONS

- **Twin Towers Building Emergency Evacuation Coordinator:**
  Responsible for coordinating and maintaining the Twin Towers Building Emergency Evacuation Plan and related training.

- **Chief Floor Wardens:**
  Responsible for identifying floor wardens on their floor, coordinating emergency evacuation and reporting to the Emergency Evacuation Coordinator when an emergency evacuation occurs.

- **Floor Wardens:**
  Employees designated on each floor who are responsible for insuring that all individuals in their assigned area are safely evacuated from the building when necessary and reporting to the Emergency Evacuation Coordinator. See Attachment A. (Floor Warden List)

- **Floor Wardens Reporting Station:**
  The designated area is the rear SE corner of the upper deck of the Winewood parking garage.
EMPLOYEE GENERAL RESPONSIBILITIES
TWIN TOWERS BUILDING
FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES

Employees involved in any emergency are expected to:

1) Report the emergency immediately. State what happened, the specific location, and whether anyone was injured.

2) If there is a threat of further injury remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.

3) Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is likely.

4) Evacuate the building in ALL cases when the alarm goes off.

5) Know basic evacuation practices, including your evacuation route.

6) Understand bomb threat procedures.

7) During an evacuation, move at least 100 yards away from the building.

8) Follow directions of EEC, Floor Wardens and Police.

DO NOT:

Don't panic or yell "Fire!" or “Bomb”!

Don't use the elevator. Elevators act as chimneystacks.

Don't use stairway if it is full of smoke, find an alternate route.

Don't store anything in the stairways.

Don't carry any container with liquid (hot or cold) or any food item in the stairway; spills may result in injuries during the evacuation process.

**Do NOT use the center stairway.** The center stairway is the last place emergency rescue personnel can access and the last place checked during an emergency; in the TT it is not visible from the exterior of the building; smoke/flames vent upward in the center.
SUPERVISOR'S GENERAL RESPONSIBILITIES
TWIN TOWERS BUILDING
FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES

During every emergency, or unexpected occurrence of a serious and urgent nature that demands immediate action, an organized effort will be made to protect personnel from further injury and to minimize property damage. Supervisors are responsible for their employees in the event of an evacuation of the Twin Towers Building. Therefore, each supervisor must know what to do during an emergency in their area and must be certain that their employees understand their roles. Emergencies include: Natural Disaster, Bomb Threats, Fire, Large-scale environmental damage, and other damage or threat to staff safety. The supervisor should:

1. Ensure that those under their supervision are familiar with the following:
   A. Emergency Evacuation Plan for the building
   B. Bomb Threat Procedures
   C. Exit routes during an emergency
   D. How to report an emergency.
   E. Render assistance to the Floor Wardens during an emergency
   F. Know the location and how to use all safety equipment in their section
   G. Assist in keeping employees from re-entering an evacuated area until notified by the law enforcement and/or the Emergency Evacuation Coordinator and the Building Superintendent that the building is safe.

2. Supervisors are responsible for ensuring that work areas are safe from fire. The Fire Marshall, Building Superintendent, and/or the Emergency Evacuation Coordinator will provide information with respect to fire as well as inspections.

3. Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of a fire.

4. Supervisors must ensure that the Emergency Evacuation Coordinator is notified of any mobility-impaired employees or guests.
BOMB THREAT PROCEDURES (All Employees)
SEE ATTACHMENT II – A CARD COPY SHOULD BE NEAR ALL PHONES.

If any employee receives a bomb threat, he/she should:

1. Get the exact wording or as near as possible the exact wording of the threat.
   If possible, also get the following:
   When is the bomb going to explode; where is the bomb located; what does it look like; and what kind of bomb it is?
   If the bomb threat is received through a telephone call the employee receiving the call should note all information he/she detects:
   Background Sounds (traffic, house noises, music, factory machinery, did it sound like long distance or local, etc.)
   Caller’s Voice (calm, angry, male/female, nasal, loud/soft, slurred, accent, etc.).

2. **Hang up** from the call.

3. Then immediately dial *57 from the same telephone and follow the recorded instructions
   (time is of the essence with this step - if another calls comes into the line before you dial *57 it will not trace the call). If you are given a Trace Number write it down so you have it available for the law enforcement officers. DOES NOT WORK ON NEW TT SYSTEM!!

4. DIAL 9 - 911 or Tallahassee Police Department at 891-4200. If your trace above was successful Tallahassee Police Department will follow up with the Call Trace Center and appropriate law enforcement.

5. Then immediately contact the TT Security Desk at 245-8349 and your supervisor. Your supervisor will contact the Director or Designee who may elect to join you in the Building Superintendent’s office on the first floor. If you are not able to immediately contact your
supervisor and/or Director move directly to step # 6.

6. IMMEDIATELY GO TO THE SECURITY DESK ON THE FIRST FLOOR – YOU WILL BE ESCORTED TO THE BUILDING SUPERINTENDENT’S OFFICE OR AN ALTERNATE PRIVATE LOCATION WHERE YOU CAN GIVE LAW ENFORCEMENT FULL DETAILS OF THE CALL.

7. The Emergency Evacuation Alarm will then be activated.

8. After the alarm is activated the emergency personnel will advise the person who took the call where to go so they are safe and available if needed for further questions/clarification.
FLOOR WARDEN/ALTERNATE PRIMARY DUTIES
TWIN TOWERS BUILDING
FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES

SIGNAL: INTERMITTENT BUZZER ALARM WITH STROBE LIGHTS

There is NO way to identify the difference between a bomb threat and a fire in the Twin Towers Building. Collect personal belongings. Evacuate area in a timely manner. As you leave the area do a cursory search looking for any suspicious or foreign objects or sounds.

1. The floor warden's primary responsibility during an evacuation is to assure that all personnel on the floor are safely evacuated to the designated areas quickly and quietly using outside stairways, not the elevators or interior stairway.

   A. Offices, restrooms, copy machine room(s), storage areas and any other areas employees may be working must be checked to insure they have been vacated.

   B. Insure that personnel follow assigned evacuation routes. If a stairway is filled with smoke, guide personnel to another stairway.

   C. Use only outside stairways for evacuation purposes.

   D. Special evacuation procedures and precautions must be designed for each mobility-impaired employee and any mobility-impaired guest. When mobility-impaired employees are hired, the recruiting supervisor will inform affected floor wardens and the building manager. Floor wardens must have an up-to-date list of mobility-impaired personnel (permanent or temporary). Mobility-impaired persons are responsible for assuring their names, along with their floor and room numbers, are on that list and that the Chief Floor Warden has been properly notified. Each mobility-impaired employee is assigned a "buddy" and an "alternate buddy" to assist the employee with evacuating the building. When an alarm sounds, the mobility-impaired employee and the assigned "buddy" or "alternate buddy" shall proceed to the nearest predetermined corner stairway landing. The "buddy" will then provide the assistance necessary to ensure the individual(s) is safely removed from the building or will immediately report to the Emergency Evacuation Coordinator at the center entrance to the Winewood parking deck, upper level, and advise of the persons location within the building. Do not allow mobility-impaired individuals to block the evacuation route.
E. If the evacuation is due to a fire located on one floor and evacuation to the outside is not possible, evacuate all personnel to at least two (2) floors away (up or down). If evacuation is not possible on one or more floors, assemble employees away from fire and/or smoke, and break a window to let the fire department know where you are.

F. During your evacuation inspect all offices and rooms to insure that all individuals have evacuated the building. As you do this inspection, be on the alert for any unusual or foreign item. Do not touch anything that may be suspicious. Simply note location and description.

G. Instruct your staff to go South to the rear of the upper deck of Winewood parking garage.

2. After you have insured that employees from your assigned area have evacuated, report to the Emergency Evacuation Coordinator (EEC) who will be stationed at the floor warden reporting station (center driveway entrance to the upper deck of Winewood parking garage). At that time:
   A. Inform the EEC if you have noted any suspicious items during your evacuation inspection.
   B. Inform the EEC of any mobility-impaired individual(s) who was unable to evacuate and the floor level where they are waiting.
   C. Sign off on the floor warden register.

3. After you sign off on the Floor Warden Register please ensure the following:
   A. Make sure all personnel stay at least 100 yards from the Twin Towers Building, keeping access lanes clear for emergency equipment.
   B. IMMEDIATELY move staff to the lower level of the Winewood parking deck if lightning is a threat.
   C. Instruct staff to not return to the Twin Towers parking lots, or the lab complex parking lots, until entrance back into the building is granted or unless otherwise instructed by law enforcement.
   D. Instruct staff to not sit in vehicles in the above referenced parking lots.
   E. Insure that staff does not attempt to leave the area in vehicles unless law enforcement officers instruct you that we are to leave area.
F. In all cases, access roads must remain clear for emergency vehicles. IF it is indicated that staff is to evacuate in vehicles, specific roads will be designated as the exit route(s). It is your responsibility to assist law enforcement with traffic control, if needed.

4. Wait for the "all clear" from the Emergency Evacuation Coordinator, DMS Building Superintendent, Tallahassee Police Department, Leon County Sheriff’s Office, or the Fire Department. As stated above, do not sit in cars or leave the vicinity while waiting for the "all clear". In the case of inclement weather during an evacuation, personnel should be assembled in the covered portion of the second level of the Winewood parking garage.

5. After receiving clearance to re-enter the building, floor wardens must assemble in the lobby for a debriefing session with the Emergency Evacuation Coordinator, DMS Building Superintendent, Security Desk Staff and local law enforcement (if applicable).
FIRE /BOMB/NATURAL DISASTERS EVACUATION PROCEDURES

1. **Evacuate** in all cases of alarm going off.
2. Know your responsibilities and duties.
3. Know your assigned area of the building.
4. Know your area's evacuation routes.
5. Train employees in your assigned area.
   A. Advise staff of the basic practices of evacuation, including bomb threat management procedures.
   B. Advise staff to take personal belongings (keys, purse, etc.) as they exit. Discourage staff from taking time to collect work-related items. If it can be done in a timely manner prior to leaving office computer equipment, radios, etc. may be turned off.
   C. Advise staff to be on the alert for any unusual or foreign item but to **not touch anything that may be suspicious**. If the item is noticed during their cursory review during an evacuation advise them to **mentally** note the location and notify the Emergency Evacuation Coordinator stationed at the floor warden reporting station. If a suspicious item is noticed during a non-evacuation period the item should be reported to the EEC and to the DMS Building Manager.
6. Point out safety features of building to all employees, especially new employees.
   Examples:
   A. Wide corridors, wide exits.
   B. Lighted exits signs to show escape routes.
   C. Evacuation routes on the walls, noting "you are here", location of fire extinguisher, alarms, and stairwells.
   D. Alarm system throughout the building consisting of an audible alarm and strobe lights that identify exit routes.
7. Be aware of fire hazards:
   A. Careless smoking habits.
   B. Overloaded or faulty electrical devices.
   C. Kitchen hazards (microwaves, coffeepots, toasters, etc.).
8. Treat visitors the same as employees during an evacuation.

9. Assist mobility-impaired people in your area in evacuating the building.

Make sure your assigned area is orderly and free of obstructions to evacuation routes; good housekeeping is the best guarantee for safe evacuation. It is recommended that floor wardens conduct monthly walk-through inspections to identify hazards. Report all hazards to your division's safety coordinator. Hazards include:

A. Improper storage or placement of any object in corridors or in exit ways
B. Blocked exits.
C. Improperly maintained exit lights.
D. Inoperative emergency lighting.
D. Improperly maintained panic hardware (push bars) on corridor doors.
E. Locate each manual alarm and fire extinguisher on your assigned floor. Manual alarms are located at each exit. A fire extinguisher is located in cabinets at exits. The Building Superintendent will check dates on inspection cards monthly to make sure all extinguishers are current and safe. There are also Valve Access Doors in various interior office spaces. They are for fire department use only and access must remain clear at all times - do not allow any items to be stored in front of the doors to the valves.

A. Be aware of the classes of fire.
   Class A = ordinary combustible
   Class B = flammable liquid
   Class C = energized electrical

**Twin Towers Building extinguishers are appropriate for all three (3) classes.**

B. If you discover a fire on your floor prior to the alarm going off, pull the manual alarm on your floor. Remember that the building manual alarm is only a local alarm (rings on all floors of Twin Towers but does not call police or fire officials). If you pull the manual alarm, immediately dial 9-911 to notify the Fire Department. Also notify the TT Security Desk (245-8349); your Emergency Evacuation Coordinator (245-8341 or Cell 556-7461); and the Building Superintendent (488-3153).

C. IF:
The fire is small enough to put out with the extinguisher, and if you have been trained to use an extinguisher, then you may put out the fire and immediately
notify the building manager and emergency evacuation coordinator for any needed follow-up. If you have **ANY** doubt as to your ability to put out the fire with an extinguisher, follow the steps outlined in B (above).

11. Always leave all stairwell doors closed. In fire related deaths 75-80% of the people die from smoke inhalation.

12. In case emergency assistance is needed, be aware of the names and locations personnel trained in the use of CPR and emergency first aid. All Wardens and Alternates will be required to take both CPR and emergency first aid and should proceed with first aid or attempt to control the incident if same can be done safely. Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is likely.

13. If employees are in their offices at the time the alarm is sounded, encourage them to take purses, coats, etc. with them as they evacuate. Do **not** encourage employees who are out of their offices (at the copy machine, or in another office) to go back for their personal items. Time and life are too precious to risk for any personal item.

14. Do **not** allow employees to take beverages or food with them as they evacuate; this alone can be hazardous if they should spill.

15. During an evacuation, remain calm and be reassuring but firm with personnel who must evacuate.

   A. Panic is a major concern: Exit by force such as pushing or shoving has resulted in more deaths and injuries from trampling during emergency evacuations than the cause of the evacuation.

   B. If any personnel refuse to evacuate, note their names and locations and report to the emergency rescue personnel (Fire Department, Tallahassee Police Department, Leon County Sheriff, and Bomb Squad). After returning to the building, the names of **all** individuals who refused to evacuate should also be provided to the appropriate Division Director and to the Director of Administrative Services. Refusal to evacuate may result in instituting disciplinary proceedings in accordance with DEP Directive 435.

16. Required training for Floor Wardens and Alternates:

   A. Instruction in basic Floor Warden Duties

   B. Current CPR Certification

   C. Automatic External Defibrillator (AED) Use
D. Instruction for proficiency in use of fire extinguishers
E. Basic First Aid Training
The duties and responsibilities of the Chief Floor Warden(s) are identical to those of any other floor warden or alternate with the following added responsibilities:

1. Chief Wardens will act as the main contacts for the Emergency Evacuation Coordinator.
2. Chief Wardens should be familiar with the entire layout of the floor on which they are located and have a general idea of all staff housed on same.
3. Chief Wardens will advise the Emergency Evacuation Coordinator any time a name or phone number of a Warden or Alternate on his/her respective floor changes.
4. Chief Wardens will disseminate information received from the Emergency Evacuation Coordinator.
5. Chief Wardens will work closely with the Emergency Evacuation Coordinator to ensure that wardens and alternates have sufficient training and will offer suggestions of needed training or support.
6. Chief Wardens will ensure that all staff members have a copy of the TT evacuation plan.
7. Chief Wardens will ensure that all new employees receive a copy of the TT Evacuation Plan.
EMERGENCY TELEPHONE NUMBERS

Police, Sheriff, Fire Department  911 (9-911 from a TT phone)
Tallahassee Police Department  891-4200
Leon County Sheriff’s Office  922-3300
Twin Towers Security Desk  245-8349
TT Building Superintendent  488-3153
Evacuation Coordinator, June Manning  245-8341 or Cell 556-7461
TMRMC (Hospital) Emergency Room  681-5411
TCH (Hospital) Emergency Room  656-5090
DEP Safety Office/Carr Building, Donald Trussell  245-2312
Poison Control Information Center/Jacksonville  1-800-282-3171

LOCATION OF FIRST AID KITS
1. Twin Tower’s Security Desk (Rescue Bag & First Aid)
2. Twin Towers Emergency Evacuation Coordinator Room 268C/272 (Rescue Bag & First Aid)
3. Building Superintendent’s Office, Room 169
4. CPR Kits (located on each floor, near the elevators)
5. Chief Floor Warden Offices

LOCATION OF AUTOMATIC EXTERNAL DEFIBRILATOR
First Floor Twin Towers – East Exit on South Wall across from Security Desk

WHEEL CHAIR
First Floor Twin Towers – East Exit on South Wall across from Security Desk
WHILE YOU HAVE CALLER ON THE PHONE ATTEMPT TO DO THE FOLLOWING
ASK:
1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

WRITE DOWN EXACT WORDING OF THE TREAT:

________________________________________________________________________

NOTE:
Sex of caller: ______________________ Race: ______________________
Age: ______________________ Length of call: ______________________
Number at which call is received: ______________________

Time: ______________________ Date: / /

CALLER'S VOICE (check the items that describe voice):

Calm ______________________ Nasal ______________________
Angry ______________________ Stutter ______________________
Excited ______________________ Lisp ______________________
Slow ______________________ Raspy ______________________
Rapid ______________________ Deep ______________________
Soft ______________________ Ragged ______________________
Loud ______________________ Deep breathing ______________________
Crying ______________________ Cracking voice ______________________
Normal ______________________ Disguised ______________________
Distinct ______________________ Accent ______________________
Slurred ______________________ Familiar ______________________

If voice is familiar, who did it sound like? ______________________

LISTEN TO BACKGROUND SOUNDS (check any that you hear):

Street Noises ______________________ Factory Machinery ______________________
Animal Noises ______________________ Dishes/Pans/Crockery ______________________
Voices ______________________ Clear ______________________
PA System ______________________ Static ______________________
Music ______________________ Local ______________________
House Noises ______________________ Long Distance ______________________
Motor ______________________ Booth ______________________
Office machinery ______________________ Other ______________________

DESCRIBE THREAT LANGUAGE:

Well spoken (educated) ______________________ Incoherent ______________________
Taped ______________________ Arrogant ______________________
Foul ______________________ Message Read ______________________
Irrational ______________________ by threat maker ______________________

AFTER YOU HAVE TAKEN THE CALL:

HANG UP PHONE AND IMMEDIATELY DIAL *57 FROM THE SAME PHONE. FOLLOW INSTRUCTIONS ON THE RECORDING AND WRITE DOWN THE TRACE NUMBER.
Trace Number: ______________________
CALL 9 - 911 or TALLAHASSEE POLICE DEPARTMENT AT 891-4299 AND PROVIDE PERTINENT INFORMATION.

REPORT CALL IMMEDIATELY TO:
Your Division Director or Assignee
The Twin Towers Security Desk @245-8349 or
The Twin Towers Emergency Evacuation Coordinator @ 245-8341/Cell 556-7461
Follow any additional instructions given by law enforcement officers, EEC or Security Desk.

Date ______ / ______ / ______ Name __________________________
Position __________________________ Your Phone Number ________
TWIN TOWERS BUILDING
FLOOR WARREN LIST

Updated quarterly – separate attachment.