

TAB B
FIRE PROTECTION EMERGENCY EVACUATION PLAN

1. PURPOSE: To establish an operational procedure for the Joint Force Headquarters in Salem, Oregon as used in implementing an Emergency Evacuation Plan (EEP) for the assigned facility.

2. RESPONSIBLE DIRECTORATE: The Director of Personnel (AGP) is responsible for the maintenance of this Emergency Evacuation Plan as it pertains to the State Safety Manager.

3. REFERENCES: ORARNG PAM 385-9; AFI 32-2001 Oct 2002

4. GENERAL INFORMATION: Directorates will partner in the required development of a Directorate Emergency Evacuation Plan for their offices. This will ensure the employees working inside the facility understand and can perform the overall Emergency Evacuation Plan. The overall plan will meet the unique operations of the facility and members. This plan will provide direction to key personnel to quickly make better-informed decisions while responding to all emergencies. Directorates and employees will be evaluated on their knowledge of the overall plan, the ability to perform their respective duties as outlined in the plan, and how well the overall plan operates, through annual fire drills for the facility. It is the responsibility of all members assigned to the facility or doing business in the facility to be knowledgeable, trained, and in compliance with this plan.

5. RESPONSIBILITIES:

a. Chief of Staff.

- (1) OR his designee will act as Commander of Troops (COT) for the JFHQ.
- (2) The COT will be stationed in the NW corner of the parking lot and will receive headcounts from each Evacuation Coordinator.
- (3) With support from AGI and the Facilities Security Officer (FSO), the State Safety Manager will coordinate and manage all emergencies associated with the facility.
- (4) Release tenants to return to the building or to go home.

b. Safety Committee.

- (1) Reviews emergency response plans periodically.
- (2) Assists with two fire drills annually, one in July and one unannounced drill.
- (3) Recommends changes and improvements to the Safety Manager for consideration and decision by the Executive Safety Committee.

- (4) Through quarterly safety inspections, ensures that evacuation plans are posted, readable and current. Makes sure employees have copies of the response plan for their work area.

c. Directorates.

- (1) Ensure employees within the directorate are trained and familiar with this operating instruction.
- (2) Ensure evacuation of their specific portion of the facility.
- (3) Designates an Evacuation Coordinator.
- (4) Safeguard confidential papers, files, and documents.

d. State Safety Manager/Site Emergency Coordinator.

- (1) Ensures the Installation Division is notified of all problems and emergencies at JFHQ.
- (2) Notify EOC of pending drills or any emergencies.
- (3) Direct emergency vehicles when they arrive and leave as necessary.
- (4) Wears a green vest for ease of identification.
- (5) Responsible for the emergency radio for communication with the COT.
- (6) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (7) Ensure employees are clear of the facility.
- (8) Report this information to the COT.

e. Evacuation Coordinator.

- (1) Will be appointed by their Directorates
- (2) Create plan for their designated office and ensure co-workers are aware of plan.
- (3) Responsible for ensuring employees in their designated work areas have left the building.
- (4) Wears an orange vest for ease of identification.
- (5) Compile an accurate head count of all employees or visitors that are present and accounted for.
- (6) Report information to Site Emergency Coordinator in designated spot in Parking Lot.

f. Employees Response.

- (1) Upon identifying a fire, **ALERT CO-WORKERS** in the immediate area.
- (2) **ACTIVATE the ALARM** using a **MANUAL PULL STATION** in the facility, if available (know the type and location).
- (3) **DIAL 911**, even if the **ALARM IS SOUNDING**. **NOTE**: Leave the building, call from another facility if it's not safe to remain.
- (4) Provide the following information, Name, Location, and Building.
- (5) Describe the Nature of the Emergency, Phone Number, and remain on line only if safe to do so.

- (6) If you decide to use a fire extinguisher on the fire, providing you are properly trained on how to use a fire extinguisher, ensure the above action has been completed first. Then ask yourself the following questions; Do I have the right type of fire extinguisher; Is the fire small enough to fight with a fire extinguisher; Will it grow slowly enough to fight with an extinguisher; Can I get out if the fire grows too rapidly?
- (7) Some critical operations or actions may be required prior to evacuation if time allows such as shutting down computers, securing classified documents, and shutting down special machinery or equipment.

6. EXIT THE FACILITY:

- (a) When exiting, follow the designated escape routes. Take any visitors you may have with you. **NOTE:** Know your primary escape route and a secondary escape route in case the first route is blocked (See Appendix C).
- (b) Avoid high Risk areas, when possible.
- (c) Close all doors as you leave a room.
- (d) Do not lock doors; the fire department may need access to that area.
- (e) Before opening any doors to exit, ALWAYS check the door with the back of your hand. If any heat is felt or smoke is entering around the door, perform the following:
 - (1) Brace shoulder and foot against the door, and turn your face to the side;
 - (2) Open door slowly;
 - (3) If pressure is felt against the door, flames may be present or large amounts of smoke, **CLOSE DOOR IMMEDIATELY** and **DO NOT RE-OPEN**.
 - (4) Smoke is extremely toxic; always move away from the smoke and flames. If this can't be avoided, drop and crawl on your hands and knees where the temperatures are cooler and the air will be cleaner. **NOTE:** Do not stand up, the temperatures will be higher and you can quickly be overcome by smoke and heat.
- (f) If you cannot exit the facility without moving through a lot of smoke or flame, perform the following actions:
 - (1) Secure the room by closing all doors, ventilation ducts and systems (if possible).
 - (2) Seal all cracks leading into the room with whatever is available i.e. tape, rags, clothing, drapes (wet when possible), etc....
 - (3) Call 911 and let them know where you are located. If you are by a window and cannot exit on your own, wave your arms to attract the fire crew's attention.
 - (4) Wait calmly.
- (g) Assist other personnel who may be confused or injured. Those who are injured should be moved outside and away from the fire area. **NOTE:** If a person's clothes are on fire, remember to **STOP, DROP, and ROLL**.

- (h) Assemble in the pre-designated safe area (see Tab C). **DO NOT RE-ENTER THE FACILITY FOR ANY REASON.**
- (i) Report to your Site Emergency Coordinator any personnel taken to the medical collection area or missing personnel.
- (j) Site Emergency Coordinator must report personnel status to the COT or designated representative on the northwest side of the JFHQ as quickly as possible.
- (k) Stay in your assembly area until released by the COT or the fire department.