

	<b>Policy Name:</b> Century Center Complex Evacuation Policy	<b>Policy #:</b> CC-001
	<b>Date:</b> November 02, 2015	<b>Issued By:</b> NCDOT Security

**Purpose:**

To establish a process that provides clear direction and protocol for employees to follow during an emergency that requires an evacuation. The established requirements were carefully crafted to ensure the safety of employees is not jeopardized during an evacuation.

**Policy:**

This policy identifies general steps to take when an emergency situation arises. It is understood that each situation is unique and employees must use their best judgment in all emergency situations. There may be multiple reasons to evacuate a building such as a fire, a hazardous spill, a bomb scare, or security event. Listed below are the steps for evacuating a building during a fire emergency.

**Communication:**

The declaration of a fire is normally communicated by a “*Fire Alarm*” - pulled or initiated whenever a fire is detected. In other cases, an actual fire alarm can be sounded verbally by someone in the area. In either case, employees shall adhere to the message and follow the proper emergency evacuation policy.

**Command Post:**

A command post will be established at the main entrance gate at Birch Ridge Drive. The command post will be manned by the following positions:

1. Emergency Director
2. Lead Security Person
3. Site Safety Coordinator
4. Fire Department
5. Emergency Medical Personnel

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## Evacuation Responsibilities

### Evacuation Director:

The Emergency Director acts in the name of the Department of Transportation, as the responsible person during a situation that requires the evacuation of employees who work at the Century Center Complex. The Emergency Director will appoint an Assistant Emergency Director and ensure they are familiar with the responsibilities of the Emergency Director.

The Emergency Director is responsible for the safety of all employees upon the declaration of an emergency. The Emergency Director will coordinate with the DOT Security Manager to ensure the approved evacuation policy is reviewed annually and revised as necessary. The evacuation policy shall be made available for employees to review and familiarize themselves with the policy.

The Emergency Director is responsible for allowing employees access back inside the building. The decision to allow employees re-enter the building will be coordinated between the Emergency Director and Facilities Maintenance Supervisor. Once it is determined the building is safe and the alarm has been reset, the Emergency Director will activate three (3) long blasts from an air-horn. The three (3) blasts is a signal that the building is safe and employees are allowed to return. Individuals returning back to the building, after evacuation (such as a rehearsal or real emergency), shall display their badges (either DOT or visitor badge). A member of the Security Team will be positioned to observe returning individuals and shall check for badges.

The Emergency Director is responsible for coordinating and scheduling at a minimum, two unannounced fire evacuation drills within the calendar year. In addition, the Emergency Director is responsible for the following during a rehearsed or actual evacuation:

- Overseeing evacuation activities
- Maintaining constant communication with wardens
- Briefing the senior leadership personnel of event (Actual only)
- Contacts the DOT Communications Department upon declaration (919) 707-2660 (Actual only)

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**Assistant Emergency Director:**

The Assistant Emergency Director will assume all responsibilities of an evacuation in the absence of the Emergency Director. The Asst. Emergency Director is expected to maintain a strong knowledge of all emergency protocols and requirements within this policy.

**Facilities Safety Coordinator:**

The Safety Coordinator is responsible for coordinating safety meetings with focus on evacuation process and expectations. These safety meetings should be documented and filed in accordance with other safety related documents.

**Facilities Maintenance Supervisor:**

A floor plan of the building layout identifying the exits and how to evacuate the building are to be posted in clearly visible areas.

During an actual fire event, the Facilities Maintenance Supervisor will respond promptly and safely to the area of concern and communicate findings to the Command Post – Emergency Director.

The Facilities Maintenance Supervisor will contact the State Capitol Police to confirm that the fire department is in route and will notify the Emergency Director.

It is essential that the Facilities Maintenance Supervisor maintain communication with the Emergency Director throughout the emergency. The Facilities Maintenance Supervisor is responsible for knowing the various fire suppression systems and their locations.

Remember that fire extinguishers must be checked periodically between scheduled maintenance checks.

During a planned rehearsal, the Facilities Maintenance Supervisor will perform the following:

- Day prior to drill – contact the local fire department and ascertain if they will be present for the drill
- Day of drill – contact the State Capitol Police and advise a drill will be performed. The alarm account numbers for both Century Center Buildings must be provided
- Place the enunciator panel in test mode
- Contact Command Post prior to activating fire alarm

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- Coordinate simultaneous activation of fire alarms
- Will communicate with the Command Post before silencing alarms
- Shall ensure the alarms are reset before employees are allowed to reenter the buildings

**Security Responsibilities:**

The Security Manager will be responsible for contacting the DOT Communications Department that a rehearsal is scheduled, and Raleigh or State Capitol Police for traffic control support at least 48 hours before a scheduled drill.

The Security Manager is responsible for reviewing the Century Center Evacuation Policy annually.

The Century Center Security Team will provide security support at the parking lot entrance/exit points to ensure vehicles are not entering or exiting during a drill or actual emergency. If an employee needs to exit because of a family emergency, the Security Officer will allow them to leave and report the name of the employee to the Emergency Director.

Security Officers will be posted at the gate locations below:

1. One officer posted at the Main Entrance Gate along Birch Ridge Drive
2. One officer posted at the Lower Gate along Birch Ridge Drive
3. One officer posted at the gate along Middle Branch Drive Gate

**Area Wardens and Alternates:**

Area Wardens will be selected by their department managers and approved by the Emergency Director. The Wardens will be assigned to areas in which they are familiar with. During an actual or rehearsal evacuation, the Wardens will be responsible for ensuring all employees and visitors have exited the building safely.

The Area Wardens shall ensure all restrooms and conference rooms within their area are cleared. Propping the doors in the open position, will be an indication that area has been searched. This can be accomplished by directing employees within their department to assist with this effort.

**Evacuating Disabled Individuals:**

Department heads and Wardens should assign individuals within their department to assist with helping the disabled. These employees shall be in good health and with the ability to provide the assistance needed.

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### **Employee Responsibilities:**

Employees are essential to the success of all emergencies and should be familiar with this policy, the location of fire extinguishers and pull stations. Employee should scrutinize poor housekeeping conditions to include impediments that hinder safe egress.

Employees should not, under any circumstance, answer any questions or make any statements to anyone except the Police Department, Fire Department, or the Emergency Responders. The Emergency Director will act as the single point of contact and responsible for speaking with the media during an emergency evacuation.

During an actual or rehearsed evacuation, employees shall respond quickly and safely to their designated assembly area. Employees shall not return to their normal location if attending a meeting or conducting business in another building. They shall exit safely and when applicable, report to their designated assembly area and inform their warden that they are safe.

For accountability purposes, employees shall not sit in their vehicles nor shall they leave the premises unless authorized by the Emergency Director.

During an evacuation, the following behaviors and practices can save lives and prevent injuries if followed accordingly:

1. Remain calm
2. Do not run unless your life is in imminent danger
3. Proceed safely through doors
4. Exit the building using the designated doors or nearest safe exit
5. Proceed directly to your designated assembly area
6. Stay in your assembly area until directed otherwise by your Warden or the Emergency Director
7. Close your office doors as you leave
8. Don't block perimeter building doors in the open position
9. Assist disabled individuals and those with mobility difficulties
10. Secure all important documents if time allows

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## Assembly Area

In the event of a building evacuation, a safe area away from the physical hazard has been established. Each department will follow the normal evacuation process and proceed to the primary assembly area upon the declaration of an emergency. It is important that all employees respond immediately to the primary assembly area. Department Wardens and supervisors will account for all employees and report results to the Emergency Director as soon as possible.

A secondary assembly area established in the event that the primary assembly area is either blocked or inaccessible.

*CCA - Primary Assembly Area:* Middle Branch Drive

*CCA - Secondary Assembly Areas:* Will be determined by the Emergency Director at the time of the event.

*CCB - Primary Assembly Area:* Birch Ridge Drive, across the street and the grassy area on the southern side of "B" Building

*CCB - Secondary Assembly Areas:* Will be determined by the Emergency Director at the time of the event.

## After the Emergency:

The Emergency Director is responsible for briefing the Secretary of DOT of the emergency situation as soon as possible. After the emergency, the Wardens and other key members will be debriefed and review lessons learned from a drill or actual event.

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## WARDEN RESPONSIBILITY CHECKLIST

Newly Assigned Wardens	Key Responsibilities
<ul style="list-style-type: none"> <li>• Meet with Emergency Director for expectations</li> <li>• Review Emergency Evacuation Policy</li> <li>• Familiarize selves with building layout</li> <li>• Obtain the Emergency Director’s contact information</li> <li>• Contact the Security Manager and provide pertinent information: <ul style="list-style-type: none"> <li>○ Full Name</li> <li>○ Contact Information</li> <li>○ Building Location</li> <li>○ Department/Area of responsibility</li> <li>○ Disposition – primary, secondary or tertiary warden</li> </ul> </li> <li>• Secure a copy of this checklist and use during a rehearsal or emergency</li> <li>• Must obtain a safety traffic vest from the site safety coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in implementing and improving effective emergency procedures</li> <li>• Prevent emergencies by eliminating fire risk</li> <li>• Raise awareness when fire hazards exist</li> <li>• Coach new employees on proper evacuation practices</li> <li>• Be knowledgeable of emergency exit routes and assembly areas (Primary &amp; Secondary)</li> <li>• Be familiar with the fire suppression system(s)</li> <li>• Reporting poor housekeeping conditions</li> <li>• Ensure all employee concerns are addressed as it relates to emergency expectations and hazards</li> </ul>
<b>Responsibilities During and After a Rehearsal or Actual Emergency</b>	
<ul style="list-style-type: none"> <li>• Maintain an “Employee Safety is Number #1” attitude at all times</li> <li>• Check or direct employees to check all accessible areas such as; bathrooms, conference rooms etc. without putting selves at risk</li> <li>• Ensure employees are accounted for</li> <li>• Ensure disabled employees and visitors exit safely</li> <li>• Report accountability results to the Emergency Director as soon as possible</li> <li>• Ensure all perimeter doors in their work areas are closed to help isolate the fire</li> <li>• Participate in the after action debriefing</li> <li>• Provide critical feedback during debrief of rehearsal or actual emergency</li> <li>• Assist emergency responders as needed</li> </ul>	

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