

EMERGENCY ACTION PLAN

Bob Martinez Center (BMC)

Florida Department of Environmental Protection

Revised – June 2018

2600 Blair Stone Road, MS 3525
Tallahassee, Florida 32399-2400
www.FloridaDep.gov



This document shall serve as the Emergency Action Plan for the Bob Martinez Center (BMC). The content satisfies the OSHA requirements for a written plan as specified in 29 CFR 1910.38. 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.

This plan includes:

- location of the plan
- minimum plan requirements
- designation of evacuation procedures and exit routes
- procedures for critical facility 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

Information on alarm systems can be found in 29 CFR 1910.165 and 1910.38(a)(ii). In the event of an emergency, 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's safety, but also the safety of others. Floor wardens are directed to report to the BMC Safety Manager and Office of Emergency Response (OER) Planner any violation of this policy.

Signature _____

Date: _____

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PURPOSE

The purpose of the plan is to eliminate or minimize hazards to employees in the event of a fire or other emergencies. This plan is for the safety and wellbeing of the employees and visitors of:

The Bob Martinez Center, 2600 Blair Stone Road, Tallahassee, Florida 32399

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

LOCATION OF PLAN

A hard copy of the Emergency Action Plan should be kept at the following locations:

- Each Floor Warden's Office
- Emergency Evacuation Coordinator/Safety Manager (EEC/SM)
- Building Facilities Manager
- Office of Safety & Loss Control
- BMC Security Desk
- Office of Emergency Response

The plan is also available on the Internet at: <https://floridadep.gov/oer>

Upon request, an OSHA representative may obtain a copy of the plan from the Department of Environmental Protection, Office of Emergency Response.

DEFINITIONS

1. Bob Martinez Center Emergency Evacuation Coordinator/Safety Manager (EEC/SM): Employee responsible for coordinating Floor Wardens and executing the BMC Emergency Evacuation Plan and related training. The EEC/SM is designated with the responsibility to oversee the building evacuation process as outlined in the Emergency Evacuation Plan and requirements therein. The EEC/SM will be the primary point of contact for the building evacuation status and responsible for communicating that information to the Office of Safety & Loss Control, Office of Emergency Response, BMC Floor Wardens, Building Facilities Manager and the responding Emergency Services personnel. The EEC/SM will also assure there are an adequate number of Floor Wardens and alternates designated and trained in order to assure coverage during absences and vacations.
2. Chief Floor Wardens (CFW): Selected chief floor warden leaders are responsible for identifying floor wardens and alternate floor wardens on his/her floor, coordinating emergency evacuation, and reporting to the Emergency Evacuation Coordinator/Safety Manager when an emergency evacuation occurs.

3. Warden:

Employees and alternates designated on each floor who are responsible for insuring that all individuals in their assigned area are safely evacuated from the building when necessary. They report to their Chief Floor Warden regarding the accountability of those individuals in his/her section.

- Please see Attachment A (Bob Martinez Center Floor Warden List)

4. Floor Warden's Reporting Station: (hereinafter, "Reporting Station"):

The EEC/SM will be posted at the center entrance to the Winewood upper parking deck (hereinafter, "Winewood") by the concrete wall and sign. Wardens should know and recognize their respective Chief Floor Wardens and report to them that their areas of responsibility are clear. Chief Floor Wardens will proceed to the Reporting Station to check in with the EEC/SM. Each employee must move directly to the rear of the Winewood deck upon exiting the building.

5. Safety Program Manager (SPM):

An employee appointed by his/her Division Director to serve on the DEP Safety Advisory Board, provide safety training and information to employees, take measures to insure employee safety, disseminate safety-related materials, coordinate safety measures, maintain stocked First Aid kits, and perform all manner of safety-related tasks. This employee reports directly to the DEP Safety Program Administrator in the Office of Safety & Loss Control. Refer to DEP Directive 710: Workplace Safety and Loss Control Management Program.

EMPLOYEE GENERAL RESPONSIBILITIES

During every emergency or unexpected occurrence of a serious and urgent nature that demands immediate action, an organized effort will be made to protect employees from further injury and to minimize property damage. Emergencies include the following: Natural Disaster, Bomb Threat, Fire, Large-scale Environmental Damage, and other damage or threat to employee safety.

**NOTE: EMPLOYEES ARE RESPONSIBLE FOR READING AND COMPLYING WITH
THE EMERGENCY ACTION PLAN**

Employees involved in any emergency are expected to do the following:

- Call 9-911 from office phone or 911 from cell phone.
- Immediately report the emergency to the Emergency Evacuation Coordinator/Safety Manager (EEC/SM) and your supervisor
Describe the incident (state what happened, the specific location, and whether anyone was injured)
- Do not move seriously injured employees unless they are in immediate danger
- If there is no threat of further injury or exposure, proceed with First Aid if you have been trained in First Aid and if it is safe to do so
Remember to use protective gloves and other personal protective equipment (PPE)
- Understand and follow bomb threat procedures (included in the plan)
- Know basic evacuation practices, including your evacuation route as designated
Attachment B (BMC Evacuation Routes)

BUILDING EVACUATION PROCEDURES

**BUILDING ALARM SIGNAL: INTERMITTENT BUZZER
ALARM WITH STROBE LIGHTS**

(The signal is the same for a bomb threat and a fire alarm in the BMC)

- If you discover a fire on your floor prior to the alarm's activation, pull the manual alarm.

Remember that the building's manual alarm is only a local alarm (rings on all floors of the BMC Building but does not call police or fire officials)

If you pull the manual alarm, immediately dial 9-911 to notify the Fire Department. Also immediately notify the EEC/SM

- Evacuate the building IMMEDIATELY in **ALL** cases when the alarm sounds
- Collect personal belongings (purse, keys, etc.) and evacuate the area in a timely manner

In the event that you are not in your office when you hear an alarm, **do not go back** to the office to obtain personal items

- As you leave the area, perform a cursory search for any suspicious or foreign objects or sounds
- During an evacuation, move a minimum of 100 yards away from the building and proceed to the designated Reporting Station
- Follow directions of the EEC/SM, Floor Wardens, and Law Enforcement

DO NOT:

- Panic or yell, "Fire!" or "Bomb!"
- Use the elevator. (Elevator shafts act as chimneys)
- Use stairway if it is full of smoke
- Store anything in the stairways
- Carry any container even if it has a cover with liquid (hot or cold) or any food item in the event of an evacuation (Spills may result in injuries during the evacuation process)
- **Use the center stairwell**

The center stairway is the last place emergency rescue employees can access and the last place checked during an emergency

In the BMC, the center stairwell is not visible from the exterior of the building the center stairwell exits into the interior of the building rather than the exterior. Smoke/flames vent upward in the center

BOMB THREAT CALL PROCEDURES

WHOM TO CONTACT:

1. First call: 9-911
2. Second call: the EEC/SM Tom Biernacki, at 245-8515 or 508-5747 or alternate EEC
Jese Madden 245-8342 and the DMS Facilities Manager Jim Hyde 488-3153 or
Cell 251-7366

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information using the **Bomb Threat Checklist card (Attachment C)**.

If a bomb threat is received by phone:

- Remain calm
- Listen carefully
- Keep the caller on the line for as long as possible
DO NOT HANG UP, even if the caller does
- Be polite and show interest
- Try to keep the caller talking so that you may learn more information
- If your phone has a display, copy the number and/or letters on the window display
- Complete the **Bomb Threat Checklist card (Attachment C)** immediately; a copy should be near each phone

Write down as much detail as you can remember. Try to use the caller's exact words

- If possible, write a note to a colleague to call the authorities
- Immediately upon termination of the call, **DO NOT HANG UP**

From a different phone, contact 9-911 immediately with information and await instructions

If a bomb threat is received by handwritten note:

- Call 9-911
- Handle note as minimally as possible
- Complete the **Bomb Threat Checklist card (Attachment C)** immediately, using the exact

words of the note

- Give the note to the first law enforcement employee on the scene

If a bomb threat is received by e-mail:

- Call 9-911
- Do not delete the message
- Complete the **Bomb Threat Checklist card (Attachment C)** immediately, using the exact words of the e-mail

If a bomb threat is received by mail, follow the steps for a bomb threat received by handwritten note. Be alert for these signs of a suspicious package:

- Lack of return address
- Poor handwriting
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO:

- Promptly notify the EEC/SM
- Call police when at a safe distance from the building

DO NOT:

- Use two-way radios or cell phones; radio signals have the potential to detonate a bomb
- Touch or move a suspicious package

ACTIVE SHOOTER PROCEDURE

If you hear gunshots and you are in your office that has a lock, then lock it and call 9-911 from office phone.

If you see an active shooter, please run away from the active shooter to a safer location and call 911 if possible. Barricade the location if there is no locking mechanism.

SUPERVISOR GENERAL RESPONSIBILITIES

During every emergency or unexpected occurrence of a serious and urgent nature that demands immediate action, an organized effort will be made to protect employees from further injury and to minimize property damage. Supervisors are responsible for their employees in the event of an evacuation of the BMC. Therefore, each supervisor must know what to do during an emergency in his/her area and must be certain that his/her employees understand their roles.

NOTE: SUPERVISORS MUST ASSURE THAT EMPLOYEES READ AND COMPLY WITH THIS EMERGENCY ACTION PLAN.

The supervisor should observe the following guidelines:

1. Ensure that those under his/her supervision are familiar with the following:

Emergency Evacuation Plan for the building

- Make sure all new employees receive a copy, and review on a regular basis with all employees.

Bomb Threat Procedures

- Ensure that each employee receives a copy of the Bomb Threat Checklist (Attachment C)

Exit routes during an emergency. (See placards in each floor's lobby)

- Illustrate evacuation routes to new employees, physically walking them along the

route

How to report an emergency

- Instruct each new employee on emergency reporting procedures.
2. Render assistance to the Floor Wardens during an emergency.
 3. Know the location and operating procedures of all safety equipment in his/her section.
 4. Assist in keeping employees from re-entering an evacuated area until notified by law enforcement and/or the EEC/SM that the building is safe.
 5. Be sure that work areas are safe, clean, and free of fire hazards or other safety hazards. The Fire Marshall, Building Facilities Manager, and/or the SPM will perform random walk-through inspections to ensure this duty is fulfilled.
 6. Make certain that his/her employees are properly instructed regarding the possibility of fire or other potential safety hazards involved in their work and around their workplaces, and ensure that the proper precautions are in place to minimize these risks. Be sure that each employee fully understands the procedures for evacuation.
 7. Notify his/her Chief Floor Warden (CFW) of any mobility-impaired employees or guests.

FLOOR WARDEN/ALTERNATE PRIMARY RESPONSIBILITIES

The floor warden's **primary responsibility** during an evacuation is to ensure that all offices on the floor are safely vacated quickly and quietly and that all evacuating employees are using emergency exit stairways.

1. During the evacuation, briefly scan all offices, restrooms, copy machine room(s), storage areas, and any other areas where employees may be working to ensure that all individuals have evacuated the building.
 - As you execute your inspection, be on the alert for any unusual or foreign item(s). **Do not touch anything that looks suspicious.** Simply note its location and description and relay the information to the CFW.
2. Remain calm and be reassuring but firm with personnel who must evacuate.
 - 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 actual cause of the evacuation.
3. If any employees refuse to evacuate, note their names and locations and report to the emergency rescue personnel: EEC\SM, Fire Department, and Safety Program Administrator.
 - 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 the institution of disciplinary proceedings in accordance with DEP Directive 435.

4. Advise employees:
 - **DO USE EXTERIOR** stairways for evacuation purposes.
 - **DO NOT USE ELEVATORS.**
 - Do **NOT** take beverages or food when evacuating; this can be hazardous if spilled.
 - Do **NOT** use the center stairwell
5. Make certain that employees follow assigned evacuation routes. If a stairway is filled with smoke, guide employees to another stairway.
6. Advise employees to only take personal belongings (keys, purse, etc.) as they exit the building if they can in a very timely manner. Discourage employees from taking time to collect anything. The priority is to safely exit the building very quickly.
7. Design special evacuation procedures and precautions for each mobility-impaired employee and guest.
 - When mobility-impaired employees are hired, the recruiting supervisor will inform affected floor wardens and the Building Facilities Manager.
 - Chief Floor Wardens (CFWs) must maintain an up-to-date list of mobility-impaired employees (permanent or temporary impairment).
 - Floor wardens are responsible for ensuring that the names and room numbers of mobility-impaired employees are on that list and that the CFW has been properly notified.
 - Each mobility-impaired employee is assigned a “buddy” and an “alternate buddy”. When an alarm sounds, the mobility-impaired employee and the assigned “buddy” or “alternate buddy” shall proceed to the nearest emergency exit stairwell. The mobility-impaired employee will be stationed in the emergency stairwell catwalk area and remain stationary there, out of the range of the traffic flow. The “buddy” will then evacuate the building. The buddy will then notify the Chief Floor Warden on the parking deck of the location (i.e. floor 4-NE stairwell) of the mobility-impaired employee.
 - The CFW will report to the EEC/SM the name and location of the mobility-impaired employee, and rescue employees will be dispatched to evacuate the employee.
 - Mobility-impaired guests must be assigned “buddies” as well, and evacuation procedures are the same as those for mobility-impaired employees.
 - Do not allow mobility-impaired employees or guests to block the evacuation route, and do not attempt to move/carry them.

8. Ensure that employees from your assigned area have evacuated, and instruct employees to walk south to the rear of the upper deck of the Winewood parking garage.
9. Report to your Chief Floor Warden (CFW) who will be stationed at the floor warden reporting station (upper deck of the Winewood parking garage).
 - Inform the CFW if you have noted any suspicious items during your evacuation inspection.
 - Provide to the CFW the names and locations of any mobility-impaired individuals.
10. After reporting to the CFW, please do the following:
 - Ensure that all employees maintain a distance of a minimum of 100 yards from the BMC, keeping access lanes clear for emergency equipment.

IMMEDIATELY move employees out of danger if lightning/severe weather is a threat. Employees can utilize the covered portion of the second level of the Winewood parking garage.
11. Instruct employees not to return to the BMC until re-entry into the building is granted or other instructions are given by the EEC/SM.
 - Instruct employees not to sit in vehicles in the parking lots
 - Except in the case of severe weather during an evacuation
 - Ensure that employees do not attempt to leave the area in vehicles unless the EEC/SM gives instructions that employees are to leave the area.
12. Remember that in all cases, access roads must remain clear for emergency vehicles. If it is indicated that employees are 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.
13. Wait for the “all clear” from the EEC/SM, the Building Facilities Manager, Law Enforcement Employees, or the Fire Department. When the “all clear” is given, notify employees that it is safe to re-enter the building.
14. After receiving clearance to re-enter the building, floor wardens must assemble in the BMC front lobby for a debriefing session with the BMC Emergency Evacuation Coordinator/Safety Manager.

If evacuation from the building proves impossible due to a fire or other safety hazard

- Assemble employees in a safe area or to an accommodating closed off room (with a door) away from fire and/or smoke
- Every attempt should be made to seal, but not block the door

- Use a cell phone to contact a 911 dispatcher
- Assign someone to draw attention to the window without breaking the glass
- When all else fails, break a window to signal the fire department or anybody on the ground

FLOOR WARDEN/ALTERNATE GENERAL RESPONSIBILITIES

- Evacuate in all cases of alarm activation
- Know and understand your responsibilities and duties
- Know your assigned area of the building
- Know and understand your area's evacuation routes
- Regularly inform the employees in your assigned area
 - Advise employees of the basic practices of evacuation, including bomb threat management procedures
 - Advise staff to be on the alert for any unusual or foreign item(s) but **do not touch anything that is suspicious**. If the item(s) is noticed during an evacuation, advise employees to not touch and to make mental notes of the location and what the object looked like and notify their CFW 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 CFW and the EEC/SM as soon as possible.
- Point out the safety features of the BMC to all new employees.

Examples are as follows:

 - Wide corridors, wide exits
 - Lighted exit signs identifying escape routes
 - Evacuation routes are posted on the walls
 - Noting: "you are here", location of fire extinguisher, alarms, and stairwells
 - Locations of First Aid kits and Automated External Defibrillators (AEDs) with Cardiopulmonary Resuscitation (CPR) kits inside.
 - A smoke alarm system consisting of an audible alarm, strobe lights that identify exit routes, and smoke detectors in the return air vents
- Be aware and make employees aware of fire hazards, such as the following:
 - Careless smoking habits
 - Overloaded or faulty electrical devices
 - Kitchen hazards (microwaves, coffee pots, toasters, etc.)
- Treat visitors the same as employees during an evacuation
- Assist mobility-impaired people in your area in reaching the nearest stairwell if their "buddy" is

absent or needs assistance

- Locate each manual alarm and fire extinguisher on your assigned floor.
Manual alarms are located at each emergency exit. A fire extinguisher is located in wall cabinets on each floor. The Building Facilities Manager will check dates on inspection cards monthly to make sure all extinguishers are current and safe.
- Be aware of the classes of fire:
(BMC fire extinguishers are appropriate for all
three classes Class A = ordinary
combustible
Class B =
flammable
liquid Class C =
energize
electrical
- If you discover a fire on your floor prior to the alarm going off
 - o Pull the manual alarm on your floor. The alarm will be sound on all floors of the BMC as well.
 - o Immediately dial 911 (or 9-911 from an office phone) to notify the Fire Department
 - o Notify your CFW and the EEC\SM.
 - o If the fire is small enough to put out with the extinguisher, **and you have been trained to use an extinguisher**
 - Locate extinguisher and put out the fire
 - If you have **ANY** doubt as to your ability to put out the fire with an extinguisher, activate the manual alarm and follow the procedures outlined in Employee General Responsibilities
- Always make sure all doors and all stairwell doors are closed.
 - 75-80% of fire-related deaths are caused by smoke inhalation
- Know the names and locations of personnel trained in the use of CPR/AED and emergency first aid. It is highly recommended that all Wardens and Alternates take both CPR/AED and emergency first aid training and should

attempt to control the incident if it can be done safely.

- **Remember to use latex gloves and other personal protective devices if exposure to bodily fluids is possible.**

➤ Required training for Floor Wardens and Alternates:

- Instruction in basic Floor Warden Duties

➤ Recommended training for Floor Wardens and Alternates:

- Basic First Aid
- CPR
- AED Use
- Blood borne Pathogens
- Non-Forced Emergency Oxygen Administration
- Instruction for proficiency in use of fire extinguisher
- RAD (Rape Aggression Defense)
- TPD / FDLE Police Workplace Violence Prevention
- Principles of Public Center Security

CHIEF FLOOR WARDEN RESPONSIBILITIES

The duties and responsibilities of the Chief Floor Warden(s) are the same as the Floor Warden or Alternate with the following additional responsibilities:

1. The Chief Warden Acts as the main contact to the Emergency Evacuation Coordinator/Safety Manager (EEC\SM) for their assigned floor.
 - Reports to the EEC/SM or Alternate. The Alternate will be posted near the center of the Winewood upper parking deck (hereinafter, "Winewood"), where the asphalt ends and concrete begins, during any evacuation.
2. Has detailed knowledge of the entire layout of their assigned floor.
3. Has a general idea of all staff housed on assigned floor.

- Advises the EEC/SM of Floor Warden or Alternate name or phone number changes
4. Disseminates any information received from the EEC/SM to employees on assigned floor.
 5. Works closely with the EEC/SM to ensure sufficient training of Floor Wardens and Alternates.
 - Offers suggestions of needed training or support
 6. Ensures that **all employees on assigned floor** have a copy of the BMC emergency action plan.
 7. After receiving clearance to re-enter the building following an evacuation, all Chief floor wardens shall assemble in a BMC conference room for a debriefing session with the Building Facilities Manager and the BMC Emergency Evacuation Coordinator/Safety Manager
 - Chief Floor Wardens will act as main representative for an assigned floor during debriefing
 8. Chief Floor Wardens will need to designate an on-duty alternate or replacement when on leave, in meetings outside the building, or resigning from the agency.

EMERGENCY EVACUATION COORDINATOR/SAFETY MANAGER'S RESPONSIBILITIES

The Emergency Evacuation Coordinator/Safety Manager(s) is responsible for coordinating the Floor Wardens and Alternates with their assigned building areas and executing the BMC Emergency Action Plan, related training, and general building safety.

1. Will act as the primary point of contact for their assigned building during an evacuation and/or emergency event
 - Will directly convey information to the Office of Safety & Loss Control, Office of Emergency Response, BMC Floor Wardens, Building Facilities Manager and the responding Emergency Service personnel.
 - The Alternate EEC/SM will wear a safety orange vest and will be positioned on the Winewood upper parking deck near the center during an evacuation to take reports from the CFWs

2. The EEC/SM will have detailed knowledge of the entire layout of their assigned building.
3. Will disseminate any information related to the Emergency Action Plan as needed.
4. Will work closely with the Office of Emergency Response and Office of Safety & Loss Control.
 - Will ensure sufficient training of Floor Wardens and Alternates
 - Will coordinate all manner of safety-related tasks
 - Will coordinate needed updates/changes to the Emergency Action Plan
 - Will maintain a current Floor Warden List (Attachment A)
5. Will ensure that BMC Chief Floor Wardens are fulfilling their responsibilities and duties as outlined in the Emergency Action Plan.
6. Acts as the facilitator at the debriefing session following an emergency evacuation or an evacuation drill.
7. Will designate an on-duty alternate or replacement EEC/SM when on leave, in meetings outside the building, or resigning from the agency.
8. Will ensure there are adequate Floor Wardens and alternates designated and trained within the BMC in order to ensure coverage during absences and vacations.

ATTACHMENT A
BOMB THREAT or THREATENING CALL
Place This Information under All BMC Telephones

Date: _____

Time: _____

Time Caller Hung Up: _____

Phone Number Where Call Was Received: _____

You Need to Ask the Caller:

- Where is the bomb located? (building name, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes or No (circle one)
- If not, do you know who placed the bomb? _____
- Why? _____
- What is your name? _____
- What is your address? _____

Write Down Exact Words of Threat:

Document As Much Information As Possible About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? _____ If so, who does it sound like? _____

Caller's Voice:

- | | | |
|--|--|----------------------------------|
| ☐ Accent | ☐ Disguised | ☐ Rapid |
| ☐ Angry | ☐ Distinct | ☐ Raspy |
| ☐ Calm | ☐ Excited | ☐ Slow |
| ☐ Clearing Throat | ☐ Female | ☐ Slurred |
| ☐ Coughing | ☐ Male | ☐ Soft |
| ☐ Cracking | ☐ Nasal | ☐ Stutter |
| ☐ Deep | ☐ Normal | |
| ☐ Deep Breathing | ☐ Ragged | |

Background Noises

- | | | |
|--|--|---|
| ☐ Animal | ☐ House | ☐ Office Machinery |
| ☐ Clear | ☐ Kitchen | ☐ PA System |
| ☐ Conversation/Voices | ☐ Local | ☐ Static |
| ☐ Engine | ☐ Long Distance | ☐ Street |
| ☐ Factory Machinery | ☐ Music | ☐ Other |

Threat Language:

- ☐ Incoherent
- ☐ Message Read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-Spoken

AFTER YOU HAVE TAKEN THE CALL:

Immediately upon termination of the call, DO NOT HANG UP, but from a different phone:

CALL 9 - 911 AND PROVIDE PERTINENT INFORMATION.

REPORT CALL IMMEDIATELY TO:

Your Division Director or Supervisor

The BMC Building Facilities Manager: (850) 488-3153

The BMC Emergency Evacuation Coordinator/Safety Manager:

850-245-8515

Follow any additional instructions given by law enforcement officers or EEC\SM.

Name: _____

Position: _____ Phone Number: _____

**ATTACHMENT B EMERGENCY
TELEPHONE NUMBERS**

Police, Sheriff, Fire Department (*from a DEP phone*) 9-911

NON-EMERGENCY TELEPHONE NUMBERS	Phone (850)
Tallahassee Police Department (Non-Emergency)	891-4200
Leon County Sheriff's Office (Non-Emergency)	606-3300
Tallahassee Memorial Hospital Emergency Room (Main Location)	431-0911
Tallahassee Memorial Hospital Emergency Room (NE Location)	422-5413
Capital Regional Medical Center (Hospital) Emergency Room	325-5090
Poison Control Information Center/Jacksonville	1-800-222-1222
Bob Martinez Security Desk	245-8300
Building Facilities Manager	488-3153
Evacuation Coordinator/Safety Manager, Tom Biernacki	245-8515 or Cell 508-5747
Alternate Evacuation Coordinator, Jessica Madden	245-8342
DEP Safety Office, Douglas Building, Jeff Loflin	245-2312 or Cell 519-4250
DEP Office of Emergency Response	245-2010

Contact the Tallahassee Police Department or the Leon County Sheriff's Office to request after hour's escorts from the building to your vehicle.

LOCATION OF FIRST AID KITS

- Each floor, on Southwest wall in elevator lobby
- BMC Security Desk (Rescue Bag & First Aid)
- Building Facilities Manager's Office, Room 169 and Chief Floor Warden Offices

LOCATION OF AUTOMATED EXTERNAL DEFIBRILATOR

- First floor, BMC – East exit on South wall across from BMC Security Desk
- Floors 2 -6 of BMC – Southwest wall in elevator lobby

LOCATION OF WHEELCHAIR

- First floor, BMC – East exit on South wall across from Security Desk

LOCATION OF EMERGENCY OXYGEN

- First floor, BMC – East exit on South wall across from Security Desk
- Sixth floor, BMC – Southwest wall in elevator lobby

LOCATION OF FIRE EXTINGUISHERS

- Each floor, BMC – On wall near each emergency exit stairwell and on walls near restrooms

ATTACHMENT C HURRICANE PROCEDURES

Tropical Destructive Weather

Tropical destructive weather events are a high probability hazard that have the potential to injure personnel, damage facilities, and/or impact operations at any time during the year. Destructive weather can occur with little warning; therefore, it is imperative that all employees know how to prepare, respond, and recover from destructive weather events.

Definitions:

1. Watch - potential exists for development
2. Warning – weather is occurring or is imminent
3. Tropical Depression – an area of heavy rains and winds, the first stage in the development of a possible hurricane. Wind speed is 38 mph or less.
4. Tropical Storm – organized center of low pressure that originates over warm tropical oceans. The maximum sustained surface winds of tropical storms range from 39 to 73 mph. These storms represent an intermediate stage between loosely organized tropical depressions and more intense tropical cyclones, which are also called hurricanes.
5. Hurricane - a violent, tropical, cyclonic storm of the western North Atlantic, having wind speeds of or in excess of 74 miles per hour.
6. Tornado - a violent storm with winds whirling around a small area of extremely low pressure, usually characterized by a dark funnel-shaped cloud causing damage along its path.
7. Tropical cyclones - are warm-core low pressure systems with an organized circulation (counter- clockwise in the Northern Hemisphere) that contain high winds, heavy rainfall, tornadoes, high seas, and heavy surf and/or storm surge. Tropical cyclones develop over warm tropical or sub- tropical waters and are most prevalent between June 1st and November 30th (North Atlantic Hurricane Season), but may develop any time during the year.

Saffir-Simpson Hurricane Wind Scale:

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74-95	Very dangerous winds will produce some damage
2	96-110	Extremely dangerous winds will cause extensive damage
3	111-129	Devastating damage will occur
4	130-156	Catastrophic damage will occur
5	>156	Catastrophic damage will occur

Enhanced Fujita Tornado Damage Scale

The Enhanced F-scale is a set of wind estimates (not measurements) based on damage. Its uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. Important: The 3 second gust is not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, "one-minute mile" speed.

Scale	Wind Estimate (MPH)	Damage level
EF0	65-85	Minor Damage
EF1	86-110	Moderate Damage
EF2	111-135	Considerable Damage
EF3	136-165	Severe Damage
EF4	166-200	Extreme Damage
EF5	>201	Massive/Incredible Damage

Office Closures

Refer to the Department of Environmental Protection's (DEP) Continuity of Operations Plan (COOP) which provides guidance to DEP staff on executing an organized response to any and all emergencies to ensure that the agency's mission critical functions are maintained when operations must be conducted from an alternate location.

In the event that conditions warrant the Secretary to close the DEP offices, the following checklist should be used. Advance notice, if possible, of expected closure will be announced in order to allow staff sufficient time to complete this basic checklist. Programs may have additional checklists that encompass more action items than this basic checklist. Those checklists will be utilized at the discretion of the program area. Checklists will not be done if risk to life or possible injury would result from staff members staying in order to complete them.

If notice to evacuate the building is given, leave immediately.

BEFORE LEAVING THE OFFICE:

- _____ Ensure that your Program Administrator or designee has your contact phonenumber.
- _____ If applicable, assist with relocation of vehicles, log books, keys and gas cards to the designated evacuation areas.
- _____ Unplug computer and phone equipment. Move away from the window if necessary. (If storm is expected to be a Cat. 2 or larger equipment must be moved to the designated interior office or floor).
- _____ Lower blinds on windows and close perimeter office doors.
- _____ Take any personal belongings with you.
- _____ Assist with moving and/or covering program equipment and confidential file cabinets to an interior office if needed.
- _____ Ensure that you have a current program “Emergency Numbers” list, DEP ID card, building entry card and any EOC ID cards.
- _____ Ensure that you have a current hard copy of the Emergency Management Plan/COOP.
- _____ If you have an assigned cellular phone, ensure that you have the case, home and vehicle battery charger.
- _____ If you are a laptop custodian, ensure the laptop is updated with your current password and virus definitions. Updating the laptop with the current password applies to anyone who would expect to use the laptop in emergency procedures. Please take the laptop home with you.
- _____ Ensure perishable foods have been removed from the building.
- _____ Check with your Supervisor prior to leaving the building to ensure your location and contact information is current and that you understand the communication responsibilities of this plan.
- _____ Update voice-mail if possible.
- _____ Close all office doors.

Non-Tropical Destructive Weather

Non-tropical destructive weather events are a high probability hazard that have the potential to injure personnel, damage facilities, and/or impact operations at any time during the year. Destructive weather can occur with little advance warning; therefore, it is imperative that all employees know how to prepare, respond, and recover from destructive weather events.

Non-tropical weather systems can intensify rapidly resulting in issuing frequent updates to current destructive weather alerts, watches, and warnings. Rapid dissemination of non-tropical destructive weather alerts, watches, and warnings is critical to saving lives and protecting property.

Definitions:

1. High Winds - Winds are referred to according to their strength and the direction from which the wind is blowing.
 - a. Gusts - Short bursts of higher than sustained wind speed (5 knots or higher)
 - b. Squalls - Fierce winds of intermediate duration (around one minute)
 - c. Gale Force Winds - Non-tropical sustained winds of 34 knots - 47 knots
 - d. Storm Force Winds - Winds of 48 knots or greater in non-tropical weather
2. Thunderstorms - Thunderstorms are produced by cumulonimbus clouds, are always accompanied by lightning and thunder, and usually produce strong gusts of wind, heavy rain, and sometimes hail. By definition, in addition to regular thunderstorms, severe thunderstorms can produce any one or all of the following:
 - a. wind gusts greater than 50 knots
 - b. hail with a diameter greater than 1"
 - c. tornadoes
3. Lightning - Lightning is a rapid discharge of electricity in the atmosphere or between the atmosphere and the ground that can occur as far as 10-15 miles away from a thunderstorm. Lightning strikes may cause serious damage to structures or equipment and are a leading cause of storm-related fatalities in the United States.
4. Tornadoes - Tornadoes are violently rotating columns of air descending from cumulonimbus clouds. They begin as a funnel cloud that may or may not be seen and are officially termed a "tornado" when they touch ground. Funnel clouds that touchdown in water are termed "water spouts."
5. Winter Weather - Winter weather hazards include freezing temperatures, snow, sleet, freezing rain and ice. Even short duration winter weather events can cause significant disruptions because staff may not be properly equipped or prepared to deal with the weather conditions.

ATTACHMENT D

TORNADO PROCEDURES

A **Tornado Watch** is issued to alert communities to the possibility of a tornado developing in their area. If a tornado watch is issued, staff should monitor local weather advisories, be alert to changing weather conditions and be prepared to take shelter immediately if conditions worsen.

- Danger signs can include:
 - o Dark, often greenish sky;
 - o Large hail;
 - o A large, dark, low-lying cloud (particularly if rotating)

A **Tornado Warning** is issued to alert communities that a tornado has either been observed on the ground or observed on NWS radar. Immediate action must be taken if a tornado warning is issued. Chief Floor Wardens will notify staff by use of the alarm feature on the bull horns located in the yellow safety cabinets in the elevator lobbies. All staff must immediately move to the elevator lobby areas on floors 2 through 6. First floor staff will report to their assigned safe areas.

- Danger signs can include:
 - o Loud roar, similar to a freight train.
 - o Loud unusual sounds
 - o Wind in the building

The National Weather Service will issue a **Tornado Warning** when a tornado has been either seen by law enforcement personnel, a NWS weather spotter, or when Doppler radar indicates the presence of a tornado. These warnings are issued with information concerning where the tornado is presently located and what communities are in the anticipated path of the tornado. If you should sight a tornado approaching your building, you should inform your supervisor, who will then notify the **EEC/SM at 245-8515 or 508-5747** and take immediate action according to this plan.

Employees should adhere to the following guidelines:

The building has only one alarm sound, and it is associated with evacuation of the building; **it will not be used for tornado warning alerts.** The EEC\SM, or designee will notify all Division Safety Managers and then the Division Safety Managers or their alternate will sound the alarm by use of siren on a bullhorn that is in the safety cabinet in the elevator lobbies. **The number 1 siren will be used to notify occupants of the BMC building that a Tornado Warning has been issued for the immediate vicinity.** The Division Safety Managers, or their alternate, will walk north and south and east and west on the main halls to alert personnel. The EEC/SM will follow-up with the Chief Wardens if circumstances warrant and time allows. Each Chief Floor Warden, or their alternate, will announce to the employees on their floor that a Tornado Warning has been issued, and instruct them to begin implementing the Tornado Procedures. Staff should notify everyone in their area to take action.

Employees and visitors (no one is exempt) must:

- Floors two through six will leave their office, close the door, and report to the elevator lobbies.
- Sixth floor employees may take the interior stairs to a lower floor if they are uncomfortable with staying on the sixth floor. Employees should distribute themselves between floors two through five. No one should move to the first floor from the sixth floor.
- First floor personnel will leave their office, close the door, and report to their designated interior areas of the building where there are no windows or other exposures: conference room 118-1, cafeteria room 143, office 142B, office 142C, and conference room 176.
- Do not use elevators because the power may fail, leaving you trapped in the elevator.
- If you can hear a tornado making impact, position yourself on your hands and knees facing the wall with your arms protecting your head and neck.

Employees should move swiftly, calmly, and in an orderly fashion and remain in safe locations until the “all clear” has been given. Floor wardens should ensure that all staff are in the secure area for the duration of the threat. The EEC/SM will notify the Division Safety Managers of the “all-clear” and the Division Safety Managers or their alternate will sound the “all clear” by using the number “3” siren on the bull horns.

If you are in the BMC structure then Go to the elevator lobby area on floors 2 through 6 and close doors behind you. The 1st floor occupants will go to their predetermined interior area (conference room 118-1, cafeteria room 143, office 142B, office 142C, and conference room 176).

If you are in a vehicle, trailer, mobile home, or outside with no shelter then

- Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries

The Emergency Evacuation Coordinator/Safety Manager, alternate, or designee will communicate the “all clear.” The EEC/SM will coordinate with Chief Wardens to disseminate the “all clear” message. Chief Wardens will sound an “all clear” siren sound on the bullhorn to announce the “all clear” on each floor. This will notify employees to return to their regular responsibilities.

Tornado warnings typically last for 15 minutes. Under no circumstances should anyone remain at their workstation or attempt to travel during a tornado warning.

The “all clear” may be granted after 15 minutes from when a warning was issued. Tornado warnings typically are only valid for 15 minutes.

ATTACHMENT E

Emergency Medical Response Action Plan – Summoning EMS FDEP - Bob Martinez Center (BMC) Building

If a medical emergency arises, the following procedure should be performed:

1. When a Life Threatening situation occurs two people should be deployed to obtain medical help. One to call EMS at 9-911 and another to call the BMC Security Desk at 245-8300. These calls should be made immediately and simultaneously as follows:

Caller 1:

***Call 9-911** and provide the Operator with the following information:

- ☐ Type of emergency
- ☐ Address of facility: 2600 Blair Stone Road
- ☐ Location of emergency: floor, room number and/or description of area
- ☐ Phone number they are calling from (if asked)
- ☐ Any further information requested from the 911 Operator

Caller 2:

***Call 5-8300** and provide the Security Desk attendant with the following information:

- ☐ Type of emergency
- ☐ Location of emergency: floor, room number and/or description of area
- ☐ Name of caller
- ☐ Phone number calling from
- ☐ Report that 9-911 has been called or not.

2. The Security Desk Attendant should then act as follows: (see also contact list below)
 - ☐ Notify the BMC Safety Manager 508-5747 (or assistant 245-8342) and provide information from caller.
 - ☐ Send someone to go outside on the sidewalk next to Blair Stone road by the traffic entrance. This person will wave down and direct EMS to the front door of the BMC building.
 - ☐ Notify and direct DMS staff to lock off the freight elevator for EMS to use.
3. DMS Staff should immediately report to the freight elevator and act as follows:
 - ☐ Lock off and remain with the freight elevator until EMS arrives.
 - ☐ Escort EMS into the freight elevator and travel directly to the floor of the incident.
 - ☐ Lock off and remain with the freight elevator until EMS leaves.
4. The BMC Safety Manager 508-5747 (or assistant 245-8342) should immediately report to the emergency location while simultaneously calling the Division Safety Manager located on the floor of the incident.

Note: The BMC Safety Manager must be immediately notified of ALL Emergencies occurring in or on the grounds of the BMC facility.

5. The Division Safety Manager should immediately be made aware of emergencies occurring on their floor of responsibility.

BMC Safety Team Members

BMC Safety Manager:

Tom Biernacki: 245-8515 DEP cell 508-5747 Office# 267F

Alternate: Jese Madden 245-8342 Office# 268B

BMC Facilities Manager, DMS:

Jim Hyde: 488-3153 DMS cell 251-7366 Office# 184

Division of Environmental Assessment and Restoration Safety Manager:

Tom Biernacki: 245-8515 DEP Cell 508-5747 Office# 267F

Division of Environmental Assessment and Restoration – Jerry Brooks Laboratory Safety Manager:

Nhon Vo: 245-8137 DEP Cell 510-6821 Office# LAB-A 416 E

Division of Water Resource Management Safety Manager:

Peter Goren: 245-8573 Office# 560E

Division of Waste Management Safety Manager:

Chris Williams: 245-8758 Office# 351G

Division of Air Management Safety Manager:

Lynn Searce 717-9025 Office# 196

Office of Technology and Information Systems Safety Manager:

Mattie Cochran: 245-8266 Office# 438 G-4

ATTACHMENT F
FLOOR WARDEN LIST

Separate attachment; updated quarterly

ATTACHMENT G

EVACUATION ROUTES/FLOOR PLANS

(See Separate Attachments)