



Florida Department of Environmental Protection

EMERGENCY ACTION PLAN

Bob Martinez Center (BMC)

July 2017





Florida Department of Environmental Protection

This plan satisfies the OSHA requirements for a written plan as specified in 29 CFR 1910.38 – U.S. Department of Labor





BMC Emergency Action Plan

EAP Purpose

- To eliminate or minimize hazards to employees.
- For the safety and well-being of the BMC employees and visitors.
- 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.



BMC Emergency Action Plan

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

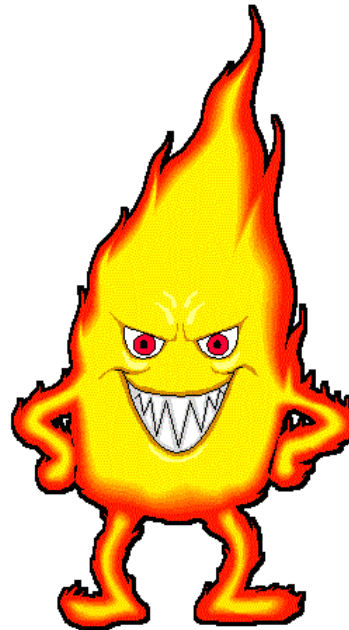




BMC Emergency Action Plan

Occurrence that requires immediate action:

- **Fires**





BMC Emergency Action Plan

Occurrence that requires immediate action:

- Fires
- **Natural Disasters**
 - Tornados
 - Hurricanes





BMC Emergency Action Plan

Occurrence that requires immediate action:

- Fires
- Natural Disasters (tornados, hurricanes)
- **Bomb Threats**



BMC Emergency Action Plan

Occurrence that requires immediate action:

- Fires
- Natural Disasters (tornados, hurricanes)
- Bomb Threats,
- Large-scale Environmental Damage



BMC Emergency Action Plan

Occurrence that requires immediate action:

- Fires,
- Natural Disasters (tornados, hurricanes),
- Bomb Threats,
- Large-scale Environmental Damage and
- **Other Damage or Threats**
 - Active Shooters



BMC Emergency Action Plan

Employee General Responsibilities

If involved in any emergency you are expected to do the following:

- 1st, Evaluate the situation
- For a **Life Threatening Medical Emergency** follow the Emergency Medical Response Action Plan
- CALL 911 if life threatening
- Seek assistance from others
- Do not move seriously injured employees
- If no threat of further injury, conduct First Aid/CPR



BMC Emergency Action Plan

Employee General Responsibilities (cont'd)

- Report emergency to **Tom Biernacki**, the Emergency Evacuation Coordinator/Safety Manager (EEC/SM)
- Tell your supervisor
- For a bomb threat understand and follow the bomb threat procedures
- If you discover a fire, pull the alarm and call 911



BMC Emergency Action Plan

Supervisor General Responsibilities

- Responsible for their employees in the event of an evacuation of the BMC.
- Know what to do during an emergency in his/her area and must be certain that his/her employees understand their roles.
- Supervisors must assure that employees read and comply with this emergency action plan.



BMC Emergency Action Plan

Floor Wardens/ Alternate General Responsibilities

- Primary responsibility during an evacuation is to ensure that all offices in your area are safely vacated
- Make certain that employees are using their assigned EXTERIOR emergency exit stairways
- Ensure that the special evacuation procedures and precautions for each mobility-impaired employee and guest are attained
- See that all employees maintain the proper distance from the BMC until called on to return



BMC Emergency Action Plan

Building Evacuation Procedure

If you hear the building alarm and see the strobe light you are expected to do the following:

- Remain calm and evacuate the building IMMEDIATELY!
- Collect personal belongings, close door and evacuate
- If not in your office, do not go back, proceed to nearest EXTERIOR stairwell
- Listen for any instructions from your Floor Warden, Law Enforcement or Fire Personnel
- As you leave, briefly look for anything suspicious objects and report it to a Warden. Do not touch anything!
- Use your assigned EXTERIOR stairwell



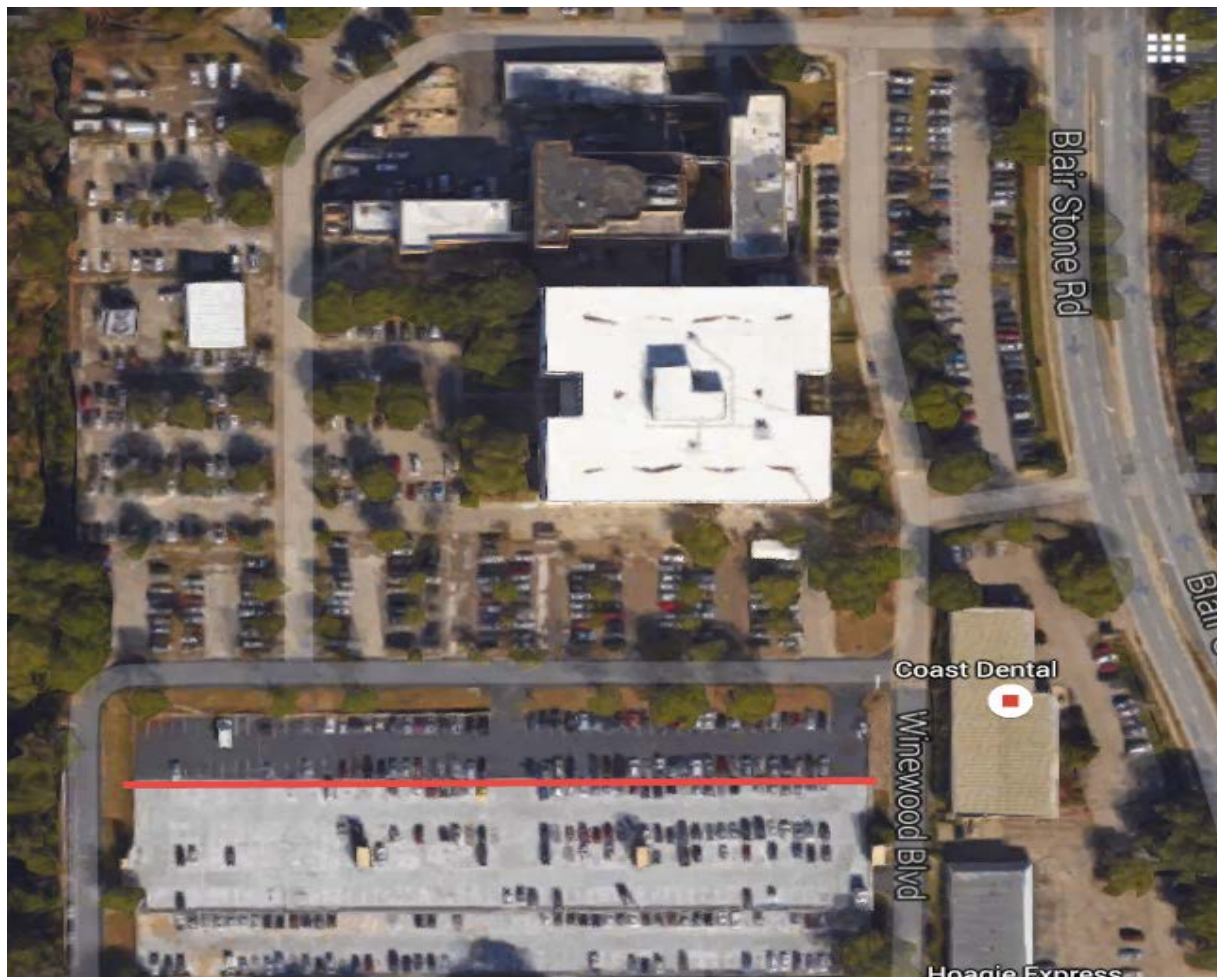
BMC Emergency Action Plan

Building Evacuation Procedure (cont'd)

- Mobility-impaired and Buddy/Alt. proceed to stairwell and wait outside of the traffic flow
- Once stairwell clear, MI/Buddy move into stairwell
- Move south to upper Winewood parking lot
- Proceed beyond asphalt pavement onto concrete deck or at least 100 yards away from the building



BMC Emergency Action Plan





BMC Emergency Action Plan

Building Evacuation Procedure

What **NOT** to do during an evacuation:

- Panic or yell, "Fire!" or "Bomb!"
- Use the elevator (Elevator shafts act as chimneys)
- Use the center stairwell
- Use stairway if it is full of smoke
- Allow MI employees or guests to block evacuation route
- Move between floors to retrieve personal belongings
- Carry any container with liquid or large bulky items
- Force or carry anyone down the stairs
- Go to your car unless instructed to do so by the EEC/SM, CFWs or Emergency Personnel



BMC Emergency Action Plan

Evacuation Route/Floor Plans

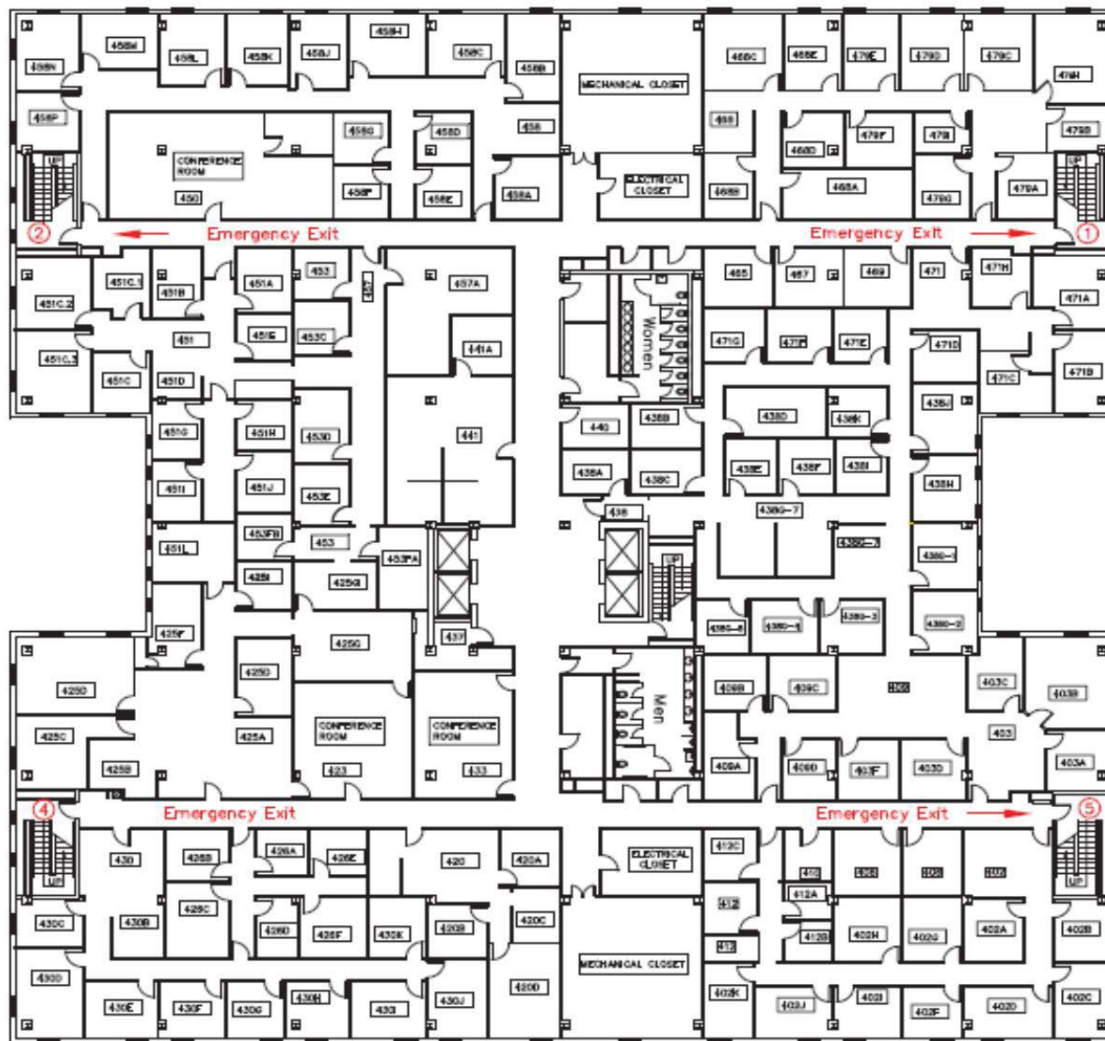


BOB MARTINEZ BUILDING FIRST FLOOR PLAN









BOB MARTINEZ CENTER FOURTH FLOOR PLAN









BMC Emergency Action Plan

- Location of First Aid Kits
 - Each floor, on Southwest wall in elevator lobby
 - BMC Welcome Desk (Rescue Bag & First Aid)
 - Building Facilities Manager 's Office, Room 169
- Location of Automated External Defibrillators
 - First floor, BMC – East exit on South wall across from BMC Welcome Desk
 - All other floors, BMC – Southwest wall in elevator lobby



BMC Emergency Action Plan

In addition

- Fire Extinguishers are located in the firehose box on the interior wall of each evacuation stairwell and in the main hallway





BMC Emergency Action Plan

Emergency Medical Response Action Plan Summoning EMS

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

- One person to call 911, providing the following:
 - Type of emergency
 - Address: 2600 Blair Stone Road
 - Location of emergency: floor, room number and/or description of area
 - Callers phone number
 - Any further information requested



BMC Emergency Action Plan

Emergency Medical Response Action Plan Summoning EMS (cont'd)

- A second person calls the BMC Front Desk at 245-8349
 - Type of emergency
 - Location of emergency: floor, room number and/or description of area
 - Name of caller
 - Callers phone number
 - Report whether that 9-911 has been called



BMC Emergency Action Plan

Emergency Medical Response Action Plan Summoning EMS (cont'd)

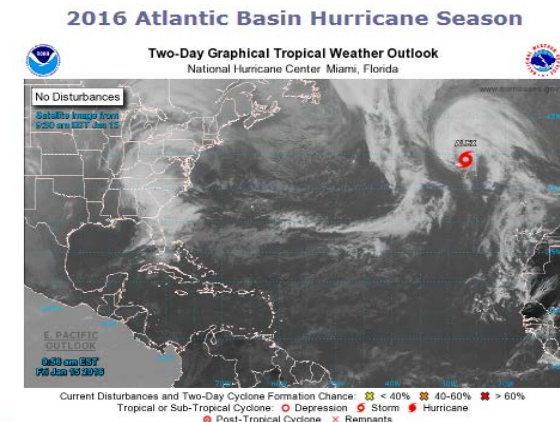
- The Front Desk Attendant will:
 - Notify the BMC EEC/SM at 508-5747 or Asst. 245-8342
 - Send someone to go outside on the sidewalk to wave down and direct EMS to the front door of the BMC building
 - Notify and direct DMS staff to lock off the freight elevator for EMS to use
- Simultaneously, someone should be seeking help from one of the building staff who are First Aid Certified



BMC Emergency Action Plan

Hurricane Procedures

- DEP's office closure protocol
- Attendance and leave issues related to emergency situations and other closures
- Non-tropical destructive weather





BMC Emergency Action Plan

Tornado Procedures

- EEC/SM/CFW will notify staff with bullhorn, not the building evacuation alarm
- All staff should immediately move to the center of the floor by the elevator lobby areas or landing and wait for further instructions.





BMC Emergency Action Plan

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.



Florida Department of Environmental Protection

If you have any questions, please feel free to contact:

Tom Biernacki, Safety Manager
245-8515 (office) or
508-5747 (cell)

Or your Floor Warden

