

**UNITED STATES DEPARTMENT OF EDUCATION
FINANCIAL STUDENT AID**

**OCCUPANT EMERGENCY PLAN
FOR UNION CENTER PLAZA THREE**

OCTOBER 31, 2002

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EMERGENCY NUMBERS AND CONTACT LIST

AGENCY: Department of Education, Federal Student Aid	ADDRESS: 830 First Street, NE, Washington, DC 20202
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EVENT		EMERGENCY	NON EMERGENCY
FIRE	District Fire Department	911	202-727-1010
POLICE	District Police Department	911	202-727-1010
	District Federal Protective Service	202-708-1111	202-708-1111
MEDICAL EMERGENCY		911	202-727-1010
UCP3 Building Emergency	Security	Capt. Rainey Cell 301-938-5757 Pager 301-207-6552 (77-3333) or (202) 377-3333	77-3334 or (202) 377- 3334 77-3335 or (202) 377- 3334
UCP3 Medical Emergency	Health Unit	(77-3666) Or (202) 377-3666	(77-3666) Or (202) 377-3666
UCP3 Building Emergency	Building Engineer	UCP Engineer 202 589-1716 Cell 202-439-9921 – David Pgr 703-787-5943 - David Cell 571 237-0878 – Tyrone Pgr 703-787-5397 - Tyrone Cell 571-237-2955 – Eugene Pgr 703-787-6459 - Eugene	Main Office Building After hours 301-564-8487 Cambridge 202-223-0549
Building Senior Government Official		Theresa Shaw	(202) 377-3000/3003 Building Location UCP3 112G1
Official In Charge – Building Lead		Tim Branner	(202) 377-3412 Building Location UCP3 054C2
Alternate Official In Charge – Building Lead		Mark Washington	(202) 377-3004 Building Location UCP3 112D4
Security Specialist		Jerry Shepherd	(202) 437-4009 (Cell) (202) 260-7754/ Building Location FB6 2E209
ED Facility Manager		Robert (Chip) Lacey	(202) 377-3767 Building Location UCP3 054E2 (202) 401-1446 Building Location FB6 2E223
Occupational Safety and Health Manager		Curtis M. Wolridge	(202) 401—1301 Building Location FB6 2C123

I. BACKGROUND

1. Because Union Center Plaza Building 3, NE is a fire-resistive high-rise building, immediate evacuation of the entire facility is neither necessary nor safe in the event of a fire emergency. In the design of this building, provisions have been made to protect the occupants and limit fire spread. It is more desirable *and possible* to evacuate persons from floors affected by the fire either to a safer floor in the building or to the outside. With the combination of the building construction, communications system, and trained tenants, the floors and building can be evacuated in a systematic and orderly fashion providing a higher degree of safety to all personnel, including employees, contractors visitors, and *firemen*.
2. It is important that occupants familiarize themselves with this plan. Each occupant *should* know the procedures they need to follow in an emergency evacuation, how the alarms are sounded i.e., on the floor of alarm, the floor above and *the floor below*. *Occupants should also be aware of the* location of all stairwell exits and the fire fighting equipment *within them*, and know where to go and what to do during an emergency once they have vacated the building.
3. Occupant and evacuation team knowledge of the procedures and the cooperation of all in an emergency will assist us to eliminate or minimize confusion during a true emergency.

II. PURPOSE

1. To provide protection of live and to save lives.
2. To establish the method and the practice to be followed in the event an emergency.
3. To assure a systematic and orderly evacuation from each floor and by the nearest building exit.
4. To delegate authority, and to assign emergency and evacuation responsibilities and duties.

III. PROGRAM

1. The sole purpose of the Emergency Evacuation Plan is the protection of life.
 - a. The evacuation of any floor that becomes involved in an emergency must begin immediately when a warning device has been activated.
 - b. The method of evacuation will be by the two fire stairwells. The direction of evacuation will be governed by the location of the stairwells in relation to the location and nature of the emergency.
 - c. The evacuation will be by the nearest available exit.
 - d. Upon reaching the street level, all occupants are to exit the building via the main lobby's entrance (front) or the exit door next to the shipping dock (rear).

- e. Once at street level, those exiting via the lobby are to proceed through the lobby to the main entrance toward Union Station. If exiting at the north exit next to the receiving dock and parking ramp, turn east via the delivery driveway toward Union Station and once at the street proceed, when safe to do so, across First Street and to the left away from the front of the building to an area near the parking lot. Or if exiting at the north exit next to the receiving dock and parking ramp, turn west and walk along side the FERC building toward Gonzaga High School, located across street, (North Capital Street), cross when safe to do so.
- f. If you are in the parking garage at the time of alarm. Leave your vehicle in its parking space and walk up the ramp to the exit door next to the overhead door and continue up the ramp to the street. Go to your pre assigned meeting place. Do not attempt to drive vehicles out of the garage area during fire/building alarms. This action can result in traffic jams; hamper building evacuation efforts and block responding fire department apparatus access to the building. The garage is secured and no access is allowed.
- g. No one will be allowed to return to the building (or evacuated floors) until a representative of the fire department, building management or on-scene law enforcement officials, has declared all areas safe.

IV. ORGANIZATION

1. The organizations on each floor of the building and those who will have the authority and responsibility to carry out the prescribed instructions and procedures in the Emergency Evacuation Plan are designated as follows:
 - a. Fire Chief or responding commander from the Washington D.C. Fire Department.
 - b. Building Management.
 - c. Building Engineer or designated Assistant Building Engineer.
 - d. Emergency Coordinator – Facility Coordinator
 - e. Financial Student Aid Security/Facilities Management / Security Supervision - Personnel located in UCP3.
 - f. Individual Floor Captains or a member of the floor evacuation team.
 - g. FSA Senior Management - Department of Education, Office of Management.

V. RESPONSIBILITIES AND DUTIES

1. **Fire Department Commander or Chief from Fire Department**
 - a. Upon arrival, the Fire Department Commander or Chief is the overall person in charge of the incident and the facility during an emergency.
 - b. The Fire Department will work with building management representatives to determine the location of the emergency and evaluate the situation.

- c. The Fire Department Commander may give specific instructions for additional evacuation based on their assessment of the situation and plans of operations.

2. Building Management (Owners Representatives)

- a. Management shall assist in the establishment and maintenance of an emergency evacuation plan for the safety of the employees in the building.
- b. The Building Management representatives will assist in directing the evacuation operations of the facility until the arrival of the District Fire Department.
- c. Building Management (including the General Services Administration building management representative) has the joint responsibility (with ED) to ensure that all occupants are aware of the emergency evacuation plan.

3. Building Engineer

- a. The engineer is the person responsible for the accountability, maintenance and repair of all building safety equipment. This includes, among many other items, the fire extinguishers and apparatus for assisting challenged persons down the stairs. In addition the building engineer will:
 - 1). Make regular inspections of the building including, but not limited to closets storage areas, pump rooms, and emergency equipment rooms, parking areas, trash and recycling storage rooms and areas, etc.
 - 2). Ensure that the following items are maintained properly all times:
 - a). Keep all areas clean. Allow no accumulation of trash in the hallways and stairwells.
 - b). Keep all doors operating freely to open and close properly, especially those entering each fire escape stairwell and exit. Assure they are not locked or otherwise obstructed in any way so as to impede safe egress from the building
 - c). Allow no storage in any hallway or stairwells.
 - 3). In accordance with Code, establish and maintain the Emergency Command Center.

Note:

This building Fire Alarm Control Panel Room is on the first floor. Access is from outside of the building and to the left of the main lobby doors.

- 4). Collect and maintain from each Floor Captain, a list of disabled persons within the building and their location.
- 5). When the emergency has passed, coordinate with the Fire Department Commander to give information to the Floor Captains for the orderly return to the building or dispersal from the area.

4. Senior Managers

- a. The Senior Manager on each floor shall appoint a floor emergency evacuation team Floor Captain to be responsible for the safe evacuation of all employees and guests.

The various team positions needed include:

- 1). Floor Captain.
 - 2). Searcher.
 - 3). Door Warden/Floor-Stairwell Monitor.
 - 4). Support Person - assists Challenged persons.
- b. Assure procedures are in place to inform all employees of the OEP and periodically test the employees as to their knowledge of the location of fire extinguishers, alarm pull stations, emergency telephone numbers, equipment and procedures to assist a challenged person, and how to conduct themselves during an emergency.
 - c. Participate in all training meetings in support of the OEP and the Emergency Evacuation Team.

5. Floor Captains

- a. Shall establish, manage and train the members of their floor evacuation team.
- b. Identify and publish the location of the primary and alternate assembly areas outside the building. (Keep in mind a suitable shelter during periods of inclement weather).
- c. Issue evacuation team identification devises and tools provided by management. Periodically check the inventory of evacuation tools and batteries.
- d. During an evacuation, at your floor's assembly area, identify any missing floor occupants from the Door Monitors or Searcher and report any missing persons to the Command Post.
- e. The reporting location may vary depending on the type of emergency, but will typically be found at one of the following locations:
 - 1). Primary: At the Main Lobby Desk.
 - 2). Secondary: Outside and to the left of the main lobby. (Location when exiting the lobby)
- f. After an evacuation is complete, conduct a local team critique of the event. Report your teams findings and recommendations to the Emergency Coordinator. (It is not uncommon for a team captain critique meeting to be called by the Emergency Coordinator to seek ways to improve employee and visitor safety).
- g. Disabled Persons.
 - 1). Identify all persons on the floor (employees and visitors) who have or may have a disability that will require assistance during an emergency evacuation.

- 2). Assign a primary and a backup person who will assist each disabled person with a safe evacuation. (If possible, have the disabled person assisted to the elevator lobby area on your floor.)
- 3). When possible assign someone to wait with each disabled person or the group of disabled persons until the Fire Department arrives and assists with their evacuation.

6. Searchers

- a. At the sound of an alarm, the designated Searchers will check all rooms in their area of responsibility to verify that people are aware of the alarm and are departing, or direct that they do evacuate the area.
- b. The searchers are required to:
 - 1). Open doors and call out for persons to evacuate. If a door is locked, knock on the door and call out for attention.
 - 2). Identify those who are apparently unwilling to evacuate or who are delaying their evacuation. Report to your floor captain if these personnel do not arrive safely at the assembly area.
 - 3). Check all restrooms to ensure that all staff personnel have evacuated.
 - 4). As soon as possible alert the Floor Captain or Command Center staff of the floor number where a disabled person may be waiting. Upon arrival at the assembly area report the same and all those whom you believe to be missing and any locked doors to the Floor Captain to relay the information to the Command Center staff.

7. Support Persons

- a. At the sound of an alarm, the designated Support Person will check all designated offices/cubicles in their area of responsibility to verify challenged employees requiring assistance and to provide assistance as needed.
- b. The Support Person is required to:
 - 1). Collect and maintain from each Floor Captain, a list of challenged persons within the building, particularly on their floor and their location.
 - 2). Identify all persons on the floor (employees and visitors) who have or may have a disability that will require assistance during an emergency evacuation.
 - 3). Assist the challenged person to the elevator lobby to await further assistance or instructions and wait with that person until the fire department arrives to assist in the evacuation process.
 - 4). As soon as possible alert the Floor Captain or Command Center staff of the floor number where a challenged person may be waiting. Upon arrival at the

assembly area report the same and all those whom you believe to be missing and any locked doors to the Floor Captain to relay the information to the Command Center staff.

8. Door Wardens/Floor - Stairwell Monitors

- a. Door monitors shall immediately proceed to their assigned stairwell door, cautiously open the door and keep it open to assist all evacuees to safely enter into the flow of traffic.

Note:

The door opens outward toward the stairwell; the Door Monitor may find it more practical to stand inside holding the door without blocking the traffic flow).

- b. Assure that all doors to stairwells are closed but **NOT LOCKED OR BLOCKED**, and operate freely in your assigned area, on a daily basis.

9. Emergency Instructions for the Building Occupants

- a. If alarm is sounding in your area, you should begin your evacuation immediately. Take personal property with you, if possible.
- b. If you discover a fire, no matter how small it appears, proceed to the nearest fire alarm pull station and activate the alarm.
- c. As you depart, close all doors behind you. **DO NOT LOCK ANY DOORS**, especially the door to a room with a fire in progress.
- d. Proceed directly to the emergency fire stairway, advising others along the way to also leave immediately as well. Evacuate the building to your floors pre identified assembly area.
- e. If the emergency condition blocks your way to your primary assembly area proceed immediately to your alternate assembly area. Move to a safe location at least 300 feet from the building and remain there until the all clear is sounded.
- f. **DO NOT USE THE ELEVATORS.**
- g. When evacuating from the building, proceed east on the sidewalk away from the front of the building, the driveway near the shipping dock the sidewalk nearest the FERC building, or around the wall and exit west along the FERC sidewalk towards the open plaza and to the street. Keep the driveways clear for responding Fire Department apparatus.
- h. Do not return to the building until advised it is safe to do so by the Fire Department, Building Management or on-scene law enforcement officials.
- i. What to do if your exit route is blocked by smoke:
 - 1). Stay calm. If the smoke buildup is heavy stay low or crawl to the nearest stairwell door. Proceed to the first floor and exit.

Note:

Smoke may in the stairwells because it is coming through an open door used for the evacuees. If you stay low, you will find less smoke and that the air is easier to breathe near the floor. You may cover your mouth and nose with dry or damp cloth, as you keep moving out of the building.

- 2). If trapped in a room, stay calm:
 - a). Close all doors between you and the source of the fire and smoke.
 - b). Seal any cracks around the doors and vents.
 - c). Stay low if smoke enters the room.
 - d). Signal at the window for rescuers.
 - e). If there is a phone in the room, call 911 and give the operator your name, building location/address your floor number, office or cubical number, and other pertinent information regarding location, even if the fire department is already on the scene.

10. **Disabled or challenged persons**

At the earliest opportunity, individuals with a physical challenge should identify themselves (and their special needs) to their Floor Captain.

- 1). If assistance is required, wait at your workstation for help to arrive. Each floor has personnel (Support Person) assigned to each team to provide assistance; also there are searchers who check each office and cubicle. They will assist you to the nearest elevator lobby.
- 2). If self ambulatory during an emergency evacuation situation or drill proceed to the nearest elevator lobby and wait for the Fire Department to arrive on the elevator to evacuate you and other persons who are challenged and may be waiting. If conditions on the floor warrant, they should enter the stairwell and await the arrival of fire service personnel for assistance.

Note:

The construction of the stairwell provides protection from flame, smoke and heats, due to its structural components – concrete and steel.

- 3). If the area appears to have already evacuated stay calm and **call out for help**, or use your telephone to dial security at extension **77-3333**, 77-3334, 77-3335 or **911**.

VI. FIRE ALARM SYSTEM

1. Localized Alarm

- a. Union Center Plaza Three uses a “localized” alarm system. This means that the alarm will sound only on the floor where the fire/smoke has been detected as well as the floors below and above the reporting floors.
- b. The alarms will not sound on any other floors unless one or more of the above noted detectors evidence the fire spreading. In this event, a general alarm for all floors to evacuate will be sounded.
- c. The alarm will also sound in the two fire stairwells and on the elevators. If you only hear an alarm signal from the stairwell, you may decide to evacuate anyway. **This is your option, if you decide to do so.** In this event, proceed to your pre assigned assembly area until the all clear is given. As you may be alone and without information and support, please be alert to what may be happening in the area around you and respond accordingly.
- d. A "localized" alarm will sound in specific areas of the building in the event that indication of a fire is detected by:
 - 1). Heat
 - 2). Smoke sensors
 - 3). Sprinkler system water flow
 - 4). Pull Station.
- e. The evacuation alarm sound in this building will be a “whoop” or “whooping” noise accompanied by flashing white strobe lights, followed by recorded voice instructions.

Note:

An announcement message, live or recorded, may be provided to provide special instructions to tenants during evacuation.

2. Elevator Operation

- a. **All evacuations shall be via exit stairwells.**

3. Stairwells

- a. Building stairwells are constructed solely of fire resistant materials, and are pressurized to minimize the amount of smoke that enters the area. Limited amounts of smoke may enter the stairwells as doors are opened and closed, in this event, remain calm and continue to evacuate towards the first floor exit. Keep as low as possible and continue to move.

- b. If smoke conditions become too great, exit the stairwell at the next available floor and proceed to the alternate stairwell. Continue to move towards the first floor exit area.

4. Fire Department

- a. The building fire alarm system is tied into an outside analog telephone communications systems. This is not part of the building computer supported telephones but rather on an outside circuit with power supplied by the telephone company.
- b. If for some reason there is a power failure associated with the fire event the alarm signal should not be affected on this communications system and upon alarm, the Fire Department will be alerted.

5. Testing

- a. The building fire alarm system is tested periodically throughout each year. Tests will generally be made with advanced notice to occupants. Advance notice may be given in as little time as an announcement over the emergency alarm system just before the test.

NOTE:

Employees should take all alarms seriously and for the safety of all, follow emergency evacuation procedures.

VII. ATTACHMENTS

Attachment 1: Extended Occupant Emergency Plan Organization and Duties

Attachment 2: Bomb Threat Procedures

Attachment 3: Accenture Supplement

Attachment 4: Abbreviated Occupant Emergency Plan

Attachment 5: Occupant Emergency Plan Organization List

Attachment 6: Typical floor diagrams

ATTACHMENT 1

THE EXTENDED OCCUPANT EMERGENCY ORGANIZATION AND DUTIES

1. Emergency Coordinator

- a. The Emergency Coordinator is responsible for coordination of emergency plans within the various departments of the FSA office. The coordinator follows-up to determine the state of readiness of the various floors.
- b. Assists in the coordination of the OEP.

2. Physical Security Specialist

- a. Works with the Occupant Emergency Coordinator.
- b. Provides advice on Security and law enforcement matters.
- c. Serves as liaison with other Federal and local law enforcement agencies

3. Medical Coordinator (Occupational Health Nurse)

- a. Assists the Occupant Emergency Coordinator. - Identifies available medical emergency services.
- b. Maintains first aid equipment.
- c. Arranges CPR first aid, and other paramedical training.
- d. May assist as first response before arrival of District paramedical team.

4. Floor Evacuation Teams

- a. The OEP's are, for the most part, carried out by Floor Evacuation Teams.
- b. One team is assigned to each floor of the facility and is led by a Floor Captain. .
- c. A Floor Team on each floor within the Union Center Plaza Three building includes a Floor Captain, two Door Monitors, two Searchers, and team members to support disabled and/or physically challenged employees and visitors during evacuations
- d. In addition, each position on the team should be supported by an alternate who would become active if an emergency occurred during the absence of the primary member of the team. These positions are selected by the Floor Captains.

5. Floor Captain

- a. The Floor Captain is the leader of the evacuation team on the floor.

- b. Each Floor Captain is responsible for assembling and training the team and alternates.
- c. They are responsible for selecting primary and alternate assembly areas.
- d. After arriving at the assembly area they will receive information from their searchers relating to missing co-workers, and will pass this information to the command center.
- e. After this has been accomplished, they will stay in the proximity of the command center to wait information or instructions.
- f. When information is received, it will be taken back to the assembly area and given to the Door Monitor who will keep the members from the floor informed. Once information is provided the Floor Captain, he or she may return to the command center or lead the group back into the building after the all clear.
- g. Identify those people on the floor that are physically challenged and or require special assistance to evacuate safely. Assign a support person to assist these individuals.
- h. Upon departure from the building during an evacuation, advise the Command Center or the Fire Department of the name(s) and floor location of the challenged person and the assisting support person.
- i. Account for these people at the assembly area.
- j. Follow up as necessary so that these people are not forgotten during the confusion of an emergency.
- k. Daily, the floor Captain will identify and assign any new person with a disability housed on or visiting the floor to an individual who can assist in the safe evacuation of a challenged person. This person will be a Support Person.

6. Door Wardens/Floor – Stairwell Monitors

- a. Makes daily checks of the evacuation doors to assure they are not damaged and will work during an emergency and that the emergency stairwell landing, stairs, and adjacent areas are not cluttered or blocked.
- b. Assist in the evacuation of the floor by holding the door and calmly helping departing traffic merge into the stairwell stream. Keep everyone moving in an orderly manner.
- c. After the floor is clear, assists the Floor Captain to maintain communications with the Command Center during an emergency, provide progress reports on evacuations; notify Command Center when the floor is clear.
- d. Before departing, receives a report from the Searcher that the floor is clear. At that time, both the Door Monitor and the Searcher will depart the floor and proceed to the selected assembly area.

- e. The Door Monitor will pass information about missing group members to the Floor Captain, and will then join their group in the assembly area until the all clear is sounded or other instructions are received.

7. Searchers

- a. As the evacuation progresses the Searcher will check each cube, office, storeroom, lavatory and other areas for persons who may not have evacuated, and who may be injured or incapacitated.
- b. The searcher should leave a notice on each closed door to show that it has already been checked or that it may contain a victim or hazard. This may be a ribbon or other device that can be recognized by others responding.
- c. When the floor has been cleared, the searcher will report this special information to the Door Monitor.
- d. At the assembly area, the Searcher and Door Monitor will take roll of the gathered members from their floor. They will report missing persons immediately to the Floor Captain.

8. Support Person

- a. In the event of an alarm and evacuation the support person will assist the challenged individual to the elevator lobby and wait with that person until the fire department arrives to assist in the evacuation process.
- b. After the fire department assist the challenged members of the staff and their support people to the lobby the support person shall continue to assist the challenged person to the primary assembly area. Report any change of location to the Searcher, Monitor or Floor Captain.

9. Building Manager (LESSOR)

- a. Works with the Occupant Emergency Coordinator.
- b. Provides information about the building and its operations.

10. Primary Building Engineer and Support Engineers.

- a. This position is an employee of the Lessor and during an alarm situation has responsibilities relating to the fire alarm system and location of the alarm.

ATTACHMENT 2

BOMB THREAT GUIDELINES

The following guidelines should be followed in the event an occupant in the building receives a bomb threat.

Bomb Threats Received by Employees or Contractors

1. Bomb threats are primarily received by telephone or in some circumstances arrived as a note on paper or as graffiti written on walls or mirrors. However received, the person receiving the message is the most important link in the information chain.
2. The recipient of a call should try to gain as much information as possible. The recipient should record the exact time of the call, and exact words of the message, with emphasis on the location of the device, the time it will detonate, and the reason the caller is doing this.
3. Try to keep the caller on the phone as long a possible. The longer the caller is kept talking the more information will be available for evaluation. While you are on the phone, try to get the attention of someone in the area to contact your supervisor.
4. When the call is completed, immediately notify your Supervisor or manager and call the UCP3 Security Office at **3333**, 3334, or 3335.

Note:

From outside the facility dial (202) 377- then 3333, 3334, or 3335

5. The security control room will notify the Federal Protective Service (202) 708-1111, and the Cambridge Management Office (202) 789-0080.
6. Although you as the person receiving the call will need to share the information relating to the call with security, we strongly request that you keep specific information relating to the threat call as confidential as possible.
7. As soon as you have some time after the initial information is shared with security, make a written record of the events and the exact words of the conversation. Provide this record to security as soon as possible.

Threats Received by Mail, note or as graffiti.

1. If an employee or contractor receives a letter/note (or in some other way) that threatens or reports the place of a bomb in the building, the recipient should not handle the communication any more than necessary, as telltale fingerprints may be destroyed through handling.
2. Any suspicious package should not be opened or moved, however it should be reported immediately to security.
3. Any threatening letter and/or suspicious package should be reported as listed above.

Bomb Threat Evacuation Notifications

1. Upon notification of a bomb threat, Security or the Lessor will inform FSA management in the following order:
 - a. Security Supervision Personnel located in UCP3.
 - b. FSA Security Coordinator
 - c. Building Management
 - d. Emergency Coordinator
 - e. Facility Coordinator
 - f. FSA Senior Management –
 - g. Department of Education QWG Management (Security).
 - h. Financial Student Aid Security/Facilities Management /
 - i. Building Engineer or designated Assistant Building Engineer.
 - j. Individual Floor Captains or a member of the floor evacuation team.

2. It may be expected that the Building Management, in accordance with their own emergency plans, may decide to initiate an immediate evacuation without prior coordination with anyone, or as specified below will alert FSA Management and other tenants prior to initiating an evacuation. Or, they may choose an option such as:
 - a. Alert all FSA and other tenant employees and contractors via the building emergency alarm system, public address system.
 - b. Alert FSA management and other tenants by a telephone call, or they send a messenger to each of the Floor Captains that a threat has been received and provide instructions on what actions to take.

3. If an evacuation is ordered the evacuation plans included in this OEP will be implemented.

ATTACHMENT 3

ACCENTURE - Supplement 1

In light of recent events, the engagement has worked with FSA to develop emergency evacuation procedures. The following information provides basic evacuation guidelines to Accenture area occupants in the event of an emergency. Included in these instructions is a brief operational explanation of the fire alarm system. Please read these instructions carefully. Once the emergency evacuation plan is complete, it will be published and distributed to the engagement at large.

Emergency Instructions for the Individual

- 1). If alarm has sounded in your area you should evacuate immediately.
- 2). If you discover a fire, no matter how small it appears, proceed to the nearest fire alarm pull station and activate the alarm.
- 3). As you depart, close all doors behind you. Do not lock any doors, especially the door to a room with a fire in progress.
- 4). Proceed directly to the emergency fire stairway and to your assembly area.
- 5). **DO NOT USE THE ELEVATORS.**
- 6). When evacuating from the building, proceed east on the sidewalk away from the front of the building.
- 7). Do not return to your cubical or office until advised by the Fire Department, Building Manager or security that it is safe to do so.
- 8). What to do if your exit route is blocked by smoke:
 - a. Stay calm and crawl low in smoke. The air is easier to breathe near the floor.
 - b. If trapped in a room, close all the doors between you and the source of the smoke. Seal any cracks around the doors and vents.
 - c. Signal at the window for rescuers.
 - d. If there is a phone in the room, call 911 and give the fire department your office or cubical location, even if the fire department is already on the scene.
- 9). ***Disabled or challenged persons.*** At the earliest opportunity, individuals with a physical challenge should identify themselves themselves (and their special needs) to their Floor Captain.
 - a. If self-ambulatory during an emergency evacuation situation or drill proceed to the nearest elevator lobby and wait for the further assistance or instructions.

- b. *If assistance is required wait at the nearest stairwell door for help to arrive. If you have not previously made arrangements with your Floor Captain for assistance inform the searcher that you need help.*

FIRE ALARM SYSTEM

1. Localized Alarm

- a. Union Center Plaza Three uses a "localized" alarm system. This means that an alarm will sound on the primary floor where there is an indication of a fire, and the floors above and below that floor.
- b. A "localized" alarm will sound in specific areas of the building in the event that indication of a fire is detected by:
 - 1). Location heat detector.
 - 2). Building smoke sensors
 - 3). Building sprinkler water flow
 - 4). Pull Station.
- c. The sound in this building will be a "whoop" accompanied by a continuing visual strobe light display followed by voice instructions. In addition, a recorded or live message will be provided.
- d. In the event that any of house sensors detect smoke on a given floor or if a pull station is physically activated, the same alarm signals will sound in the following local areas only:
 - 1) The floor where fire has been "detected" by sensor, or indicated by pull station activation and:
 - One floor below
 - One floor above
 - 2) The alarm will not sound on any other floor unless one or more of the above noted sensors detect evidence of fire spreading. In this event, a general alarm for all floors to evacuate will be sounded.
 - 3) The alarm will also sound in the two fire stairwells and on the elevators.

2. Elevator Operation

- a. In the event of an alarm, elevators will not immediately "home" to a designated location or become unavailable for passenger use. However, even in this event it is strongly recommended that all evacuation should be via exit stairwells. *(This information needs to be re-verified)*

- b. Building stairwells are constructed *of fire resistant materials*, and are pressurized to minimize smoke. Even with this construction method, smoke will migrate into the stairwells as doors are opened on floors where a fire is present. In this event, remain calm and continue to evacuate towards the first floor exit keep as low as possible without losing your balance.

3. Fire Department

- a. The building fire alarm system is tied into an outside analog telephone communications systems. This is not part of the building computer supported telephones but rather on an outside circuit with power supplied by the telephone company.
- b. If for some reason there is a power failure associated with the fire event the alarm signal should not be affected on this communications system. Upon alarm, the Fire Department will be alerted.

4. Testing

- a. The building fire alarm system is tested periodically throughout each year. Tests will generally be made with advanced notice to bonding occupants but may periodically
- b. Employees should take the alarm seriously and, for the safety of all, follow emergency evacuation procedures.
- c. The alarm system described is typical of many high-rise commercial facilities that are constructed of fire resistant material. The building design inhibits the spread of fire. As a result, it is more desirable to stage a building evacuation "as needed" by sounding an alarm on affected floors, rather than sounding a general alarm and evacuating all building occupants at one time.

Mod Partner Floor Captains and Alternates:

Bldg 820 First Floor

Floor Captain – Sara Bray
Alternate - Vacant

Bldg 820 Seventh Floor

Floor Captain – Troy Edwards
Alternate – Vacant

Bldg 830 Lobby Level (Executive Suite)

Floor Captain – Yolanda McKoy
Alternate – Nancy Koglin

830 Lower Level (LL)

Floor Captain - Manisha Patel
Alternate – Robert Morse

ATTACHMENT 4

OCCUPANT EMERGENCY PLAN (Abbreviated)		DATE September 14, 2001
AGENCY: Department of Education Financial Student Aid		ADDRESS 830 First Street, Washington, DC
DISTRICT FIRE EMERGENCY 911 Non Emergency 202-727-1010	DISTRICT POLICE EMERGENCY 911 Non Emergency 202-727-1010	DISTRICT MEDICAL ASSISTANCE EMERGENCY 911 Non Emergency 202-727-1010 UCP3 Health Unit 3666
FEDERAL PROTECTIVE SERVICE EMERGENCY AND NON EMERGENCY 202-708-1111	BUILDING UCP2/3- Lobby Desk 202-371-9808 BUILDING ENGINEER UCP3 Cell 202-437-5163	
OFFICIAL IN CHARGE James Barnard	DUTY PHONE (202) 377-3404	OTHER PHONE

EMERGENCY ORGANIZATION INFORMATION FOR OCCUPANTS CURRENT LIST ATTACHED

EMERGENCY PLAN BRIEF GUIDANCE

FIRE OR SMOKE	BOMB THREAT
<ol style="list-style-type: none"> 1. Sound building alarm. 2. Call Fire Department 3. Call Building Security 4. Notify Official in Charge 5. Notify Buildings Manager 6. Notify Federal Protective Service 7. Assist Fire Department. 8. Close windows and doors (do not lock) 	<p>Record information received.</p> <ol style="list-style-type: none"> 1. Notify Security 2. Security will Notify Police 3. Security will Notify Federal Protective Service 4. Security will Notify Buildings Manager 5. Search your immediate area for anything out of place. 6. If suspicious package or bomb is found: <ol style="list-style-type: none"> a. DO NOT TOUCH b. Notify Security control room (3333) and Bomb Squad c. Evacuate area.
BUILDING EVACUATION	EARTHQUAKE
<ol style="list-style-type: none"> 1. Upon sound of alarm, activate evacuation team. 2. Occupants leave building using nearest stairwell, 3. Do not use elevators. 4. Assist disabled. 5. Meet at assembly area on First Street side of building. 6. Upon all clear, reenter workplace. 	<ol style="list-style-type: none"> 1. Take cover under table, desk, or in doorway. 2. Do not run outdoors.
SEVERE WEATHER	CIVIL DISTURBANCE
<ol style="list-style-type: none"> 1. Secure objects outside buildings. 2. Prepare to move to place of safety. 3. Stay away from large windows 4. Know location of all utility shutoff valves and switches. 5. Keep special tools in a marked location. 6. Stay tuned to worker reports. 7. Standby for further instructions. 	<ol style="list-style-type: none"> 1. Notify FSA UCP3 Security Control Ext. 3333 2. Notify official in charge. 3. Secure doors 4. Notify Federal Protective Service 5. Notify District Police 6. Notify Buildings Engineer to standby 7. Notify Building Manager – Cambridge Notify GSA Building Manager

NOTE: In all emergencies, be prepared to assist the challenged.

1. Assist handicapped persons to the elevator lobby on your floor.
2. Wait for Fire Department to bring elevator to the floor.
3. Assist the challenged from the floor by emergency stairwell if unsafe to remain waiting for the elevator.

ATTACHMENT 6

Typical Floor Diagrams

UNION CENTER PLAZA FLOOR PLANS