

SHELTERING IN PLACE

UCP Reporting and Sheltering in Place Procedures

ESA-UCP EMPLOYEE PROCEDURES:

If you see a suspicious cloud or colored smoke or suspect a biological or chemical attack in or around your building/facility, please follow these procedures:

1. **DO NOT PULL THE FIRE ALARM.**
2. Call **UCP building security** at **202 337-3333**. Give your name, building, room number, and any other information they request.

DESIGNATED OFFICIAL/OCCUPANT EMERGENCY COORDINATOR RESPONSIBILITIES

1. If the employee reporting suspicious cloud or smoke has not already done so, call the local FPS emergency number or dial 911.
3. Contact the local **Federal Protective Service (FPS)** emergency number - at **202 708-1111 or dial 911**.
4. Call **202-205-9039 (Headquarters Security)** and provide the same information.
5. Notify the Occupant Emergency Coordinator, Mark Washington at 202 377-3004, the GSA Building Manager, Ralph Hook at 202 345-6333, or a designated official, and advise them of steps taken and tell them you have contacted FPS and headquarters security.
6. Request that Building Management shut down the ventilation system, secure all entrances and exits. (including basement or garage areas).
2. Notify Floor Captains of action to be taken.
3. Record enacted emergency procedures.

DAMAGE CONTROL COORDINATOR RESPONSIBILITIES

1. Report to Command Center or designated location.
2. Activate Damage Control Team as necessary.

MEDICAL COORDINATOR

1. Await instructions from Occupant Emergency Coordinator.

FLOOR CAPTAINS

1. Upon instructions from the Occupants Emergency Coordinator, instruct floor team members to assist in the relocation of employees in the area to designated “sheltering in place” locations. Each building should have a predetermined area designated above the first floor and below the top floor as close to the center of

- the building as possible and away from windows where possible. Report to the Occupant Emergency Coordinator after all floor members have been relocated.
2. Remain in location and collect status reports from Floor Team members on any procedural problems.

FLOOR TEAM MEMBERS

1. At the request of the Floor Captain, assist in relocating employees from work area to the pre-determined designated area **OR** begin normal evacuation procedures if directed.