



# **Emergency Plans for the Maine State House**

**Maine Legislative Council**

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# **STATE HOUSE BUILDING EMERGENCY PLANS**

## **I. INTRODUCTION**

This plan describes the procedures for full or partial evacuation, lockdown, or active threat response for the Maine State House in the event of an emergency within the State House or in the immediate vicinity of the State House.

For the purposes of this plan, the terms “complete evacuation” or “partial evacuation” applies to emergency situations occurring within the State House and that require the immediate exit of all persons from the State House to designated meeting areas, in accordance with this plan. The term “lock-down” applies to an emergency situation in the immediate outside vicinity of the State House and may include a full or partial lock-down of the State House to protect the safety of the State House occupants from the outside emergency situation. The term “active threat” applies to an emergency situation occurring within the State House that requires all persons in the State House to comply with active threat procedures to protect the safety of the State House occupants. During any evacuation, lock-down, or active threat event, the Executive Director of the Legislative Council, Chief of Capitol Police, Secretary of the Senate, Clerk of the House, or the Senior Group Leaders, or the designees of these individuals, will provide instructions to occupants of the State House in an appropriate manner.

## **II. PLAN OBJECTIVES**

In the event of an emergency inside the State House, it may be necessary to evacuate all occupants of the State House from the building, or to invoke active threat procedures, in a rapid and safe manner.

In the event of an emergency outside of the State House, to protect the occupants of the building from harm, it may be necessary to secure (lock-down) the building.

Goals. This plan is intended to achieve the following goals.

- A. The protection of the life and safety of individuals is the paramount goal.
- B. All exits will be kept fully operational and clear of obstructions in all weather conditions.
- C. Fire escapes will meet all applicable safety codes and will be used as backup routes of egress.
- D. State House personnel will be identified to perform various functions during an emergency and provided with the appropriate training.
- E. State House personnel taking part in the functions described in this plan will take no actions that place their personal safety in jeopardy.

### **III. INCIDENTS REQUIRING COMPLETE BUILDING EVACUATION**

The following are some examples of emergencies that may require the immediate and complete evacuation of the State House, in accordance with this plan:

- Smoke or fire;
- Chemical or gas leak or spill inside the State House;
- Terrorist or bomb threat/detonation;
- Violence or threat of violence with a weapon;
- Civil disturbance; or
- Earthquake

### **IV. INCIDENTS REQUIRING PARTIAL EVACUATION OR LOCKDOWN**

The following are some examples of emergencies that may require partial evacuation of the State House or a full or partial lock-down of the State House to protect the safety of the State House occupants from the outside emergency situation:

- Unauthorized presence or discharge of weapons in the immediate vicinity of the State House;
- Chemical or gas leak or spill in the immediate vicinity of the State House;
- Violence or threat of violence with a weapon;
- Civil disturbance in the immediate vicinity of the State House; or
- Law enforcement activity in the immediate vicinity of the State House in response to terrorism or civil disturbance.

### **V. INCIDENTS REQUIRING ACTIVATION OF ACTIVE THREAT PROTOCOLS**

The following are some examples of emergencies that may require activation of active threat protocols within the State House to protect the safety of the State House occupants from the emergency situation:

- Unauthorized presence or discharge of weapons inside or in the immediate vicinity of the State House; or
- Violence or threat of violence with a weapon inside the State House.

### **VI. EXITS, FIRE ESCAPES, ELEVATORS, WAITING AREAS: LOCATIONS**

On a busy day, there may be well over 1000 people in the State House, including members of the Legislature, the Governor, State employees, groups of school children, members of the public, lobbyists and others. Awareness of all exits from the State House and any congestion issues that may pertain to those exits is important, since many people in the State House on any day, particularly visitors, may be unfamiliar with the layout of the building and specific evacuation plans.

## ❖ PRIMARY EXITS

There are six primary exits from the State House immediately to ground level.

First Floor. There are four exits on the first floor of the State House:

- (1W) the West Wing (Main) entrance (disability accessible);
- (1NW) the service entrance on the north side of the West Wing (disability accessible) (controlled access; not recommended for use during emergency evacuation procedures);
- (1S) the South Wing Exit (stairs) that faces the legislative parking area (Parking Lot A), and the Cultural Building, and
- (1N) the North Wing Exit (stairs) that faces the Blaine House.

Second Floor. There are two exits on the second floor of the State House:

- (2E) The East side entrance (stairs) facing Capitol Park; and
- (2N) The “Leadership/Governor’s Entrance” (stairs) on the north side of the West Wing.

Third Floor. There are no direct exits to ground elevation from the third floor. Exiting the third floor requires traveling to lower elevations using either the north, south or west wing stairways or, if necessary, the outside fire escapes, as further described in this plan.

Fourth Floor. There are no direct exits to ground elevation from the fourth floor. Exiting the fourth floor requires traveling to lower elevations using either the north or the south stairways or, if necessary, the outside fire escapes, as further described in this plan.

Fifth Floor. Access to the fifth floor is restricted to maintenance and other authorized personnel. It is not open to the public, legislators or most staff. There are no direct exits to ground elevation from the fifth floor. Exiting the fifth floor requires traveling to lower elevations using one of 2 stairways to the fourth floor.

Note the following potential areas of congestion around certain exits:

- The two disability-accessible entrances to the State House, (1W) and (1NW), lead to areas that may be used by emergency responders and their vehicles.
- The “Leadership/Governor’s Entrance” on the second floor (2N) also leads to the Leadership/Governor’s parking lot (Parking Lot G) that is used by emergency responders and emergency vehicles.
- The Leadership/Governor’s parking lot (Parking Lot G), adjacent to the Leadership/Governor’s Entrance (2N), is the only area allowing ready access to the building for heavy equipment. This area must be kept clear for responding personnel and emergency response equipment. Those evacuating the building

must make every effort to keep out of this area and to stay clear of responding emergency vehicles.

### ❖ FIRE ESCAPES

There are three outside fire escapes available for use when the primary exits are not useable. Fire escapes should be used only when there is no other safe option of exiting the building. Examples of this include smoke conditions, visible flame, fire blocked exits and sprinkler activation.

The fire escapes are located in the North Wing, South Wing, and West Wing. Access to the outside fire escapes is as follows:

- Second Floor: Rooms 204 (Law Library), 226 (OFPR) and Governor's office (restricted access)
- Third Floor: House Chamber, Senate Chamber, Room 300 (Clerk's office mezzanine), Room 332 (House Republican Office)
- Fourth Floor: House Gallery, Room 424 (Senate President's staff office) and Room 436 (CJPS Committee)

### ❖ ELEVATORS

Elevators do not operate during a fire alarm. Upon activation of the alarm, the elevator cars will immediately travel to the ground floor and remain there with the doors open.

## VII. PROCEDURES FOR REPORTING AN EMERGENCY SITUATION

- ❖ Employee. If an employee discovers an emergency situation, that person must notify the Maine Capitol Police at 287-HELP (287-4357) or dial 911 immediately to report the incident. The person must then notify his or her supervisor and, when time permits, the Office of the Executive Director at 287-1615. If the emergency warrants, e.g. in the case of fire, the person should pull the nearest fire alarm box. If none of those options are available, the employee must notify Building Control Center at 287-4154.
- ❖ Supervisor. When a supervisor is notified by any person that an emergency situation exists in the State House, the supervisor must confirm that the Maine Capitol Police or the 911 response center has been notified and, if appropriate, that a fire alarm has been activated. The supervisor must then immediately contact the Executive Director at 287-1615 and brief the director on the situation, site, and actions taken.
- ❖ Executive Director. Once notified of an emergency situation, the Executive Director or the Executive Director's designee must notify the Chief of Capitol Police if Capitol Police has not already been notified. Although, depending on the precise nature of the specific emergency circumstance, it may not always be possible to provide the desired

level of information to all parties at the outset of the situation, if time and circumstances permit, the Executive Director shall also notify the Governor's Office, the Secretary of the Senate, the Clerk of the House, and the chiefs of staff (or designees) of each Senate and House caucus office. The Executive Director may activate the emergency plan or consult first with the Presiding Officers, or their designees, and the Bureau of Capitol Police, depending on the urgency of the situation.

## **VIII. INCIDENT MANAGEMENT**

The Chief of Capitol Police will ordinarily direct emergency activities and responses, including but not limited to evacuation, partial evacuation, lockdown, and response to an active threat.

### **❖ EVACUATION, AND PARTIAL EVACUATION:**

With respect to evacuation procedures, the State House Emergency Evacuation Team is composed of the Senior Group Leader, Group Leaders, Office Captains, Emergency Wardens, Special Needs Buddies (or "Buddies"), the Secretary of the Senate, the Clerk of the House, the Executive Director and the Bureau of Capitol Police. Group Leaders report directly to the Senior Group Leader who reports to the Executive Director. Emergency Wardens and Office Captains report to their Group Leaders. Buddies report to their Emergency Warden. Capitol Police works closely with the Senior Group Leader and the response agencies. Team members should wear legislature-issued vests during an emergency to visually identify themselves as State House Emergency Evacuation Team members.

**Senior Group Leaders.** Senior Group Leaders are responsible for the overall coordination and communications during an incident, and work closely with the Executive Director and Capitol Police to coordinate communications amongst the members of the State House Emergency Response Team. Senior Group Leaders meet up with their groups at their designated assembly areas. Senior Group Leaders will wear yellow vests.

**Group Leaders.** Group Leaders meet with their groups at their designated assembly areas for a head count, to record reports from emergency wardens and office captains as received, and note any problems or concerns. They frequently report these items to the Senior Group Leader. Group Leaders remain in charge of their groups until the emergency is discontinued. Group Leaders will wear yellow vests.

**Office Captains.** Office Captains evacuate with their own office and must account for individuals of their particular office group. Concerns and discrepancies are reported to the respective Group Leader immediately.

**Emergency Wardens.** Emergency Wardens begin at their respective ends of the hallway and check every office, restroom and lounge (including those in the West Wing) to ensure they are vacated. They report to their Group Leaders on the completion of their evacuation assignments, noting any problems or unusual incidents. There are two teams

for every floor: one team composed of staff members from offices located in the north wing of that floor, and one team composed of two staff members from offices located in the south wings. They also provide assistance and guidance to those in the halls. They will continue to work as monitors for their Group Leader and carry out assignments until the termination of the event. Emergency Wardens will wear yellow vests.

**Buddies.** Buddies report the safe evacuation of their evacuee to their Group Leader. They also report any special needs or problems that develop during the emergency period.

**Committee Clerks.** Upon activation of an emergency alarm, committee clerks will inform members of the committee and the public that an emergency exists and direct them to the designated exit.

**Stairway Monitors.** Stairway monitors are members of the staff assigned to take up positions near the stairways on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. Stairway monitors will also take up positions near the stairways on the 1<sup>st</sup> floor south and on the 1<sup>st</sup> floor north. They guide individuals entering and exiting the stairways, keep the exit process moving and to provide brief reminders of assembly points. Stairway monitors on each floor and wing should remind their group of their primary exit door. Monitors on the first floor will direct people to the (1W) West exit if necessary to avoid or mitigate congestion at the North or South exits. Stairway monitors will wear yellow vests.

If there is no immediate need to initiate building evacuation, the Senior Group Leader, Emergency Wardens, Office Captains, and Group Leaders are to be notified and placed on standby.

**Complete evacuation decision.** If a decision is made for immediate evacuation, Legislators, staff and members of the public in the State House will be notified through the activation of an alarm broadcast throughout the State House.

**Partial evacuation or lock-down.** If a decision is made to initiate a partial evacuation or a building lock down, building occupants will be notified through the activation of an automated notification process.

The Governor, the President of the Senate, and the Speaker of the House must be evacuated immediately to predetermined locations.

For safety reasons, maintenance and trades crews must be authorized or accompanied by a Capitol Police officer or other on-site response personnel in order to proceed to the site of alarm activation during a building evacuation. If entry is authorized, they must wear red response vests.

Parking Lot G adjacent to the Leadership/Governor's entrance is the only area allowing ready access to the building by emergency vehicles and other heavy equipment. This area must

be kept clear for the emergency equipment, etc. Those evacuating the building must make every effort to keep out of this area and stay clear of responding emergency vehicles.

If the situation does not intensify, Team Members will be notified of the situation conclusion.

Evacuation routes may change depending on the location and nature of the emergency. Follow the instructions of the Stairway Monitors when exiting.

All measures are based on the presumption that they will not place a person's life in danger. Such actions as closing windows and checking empty rooms should be weighed against the imminent danger to the person involved. Actions unable to be taken are reported to the Group Leader. The Group Leader forwards the information through channels to the Incident Commander who will make any necessary decisions.

The State House Emergency Evacuation Team is charged with responsibility to carry out the evacuation measures as described in this plan. No legislator, employee or visitor, no matter how well intentioned, may interfere with evacuation of the building or countermand instructions given by the State House Emergency Evacuation Team for such evacuation.

#### ❖ **ACTIVE THREAT**

As described in the training regarding active threat responses presented to Legislators and staff, in the instance of an active threat incident, the following procedures should be followed in the following sequence:

1. If a person is able to safely leave the area, the person should leave their belongings and quickly and safely **run** away from the threat. Legislators and staff who are able to safely leave the area go directly to their designated assembly areas.
2. If a person is unable to leave due to the physical proximity of the active threat, the person should **hide**, and observe lockdown procedures by securing the location, silencing their electronic devices, and remaining quiet; and
3. If a person is in danger of being harmed, the person, as a last resort, should **fight** by working with others to take active defensive steps, such as improvising weapons and coordinating an ambush.

#### **IX. TERMINATION/CONTINUATION OF EVENT**

The Presiding Officers (or their designees) or the Executive Director, after consultation with Capitol Police, the Senior Group Leader and the Incident Commander, informs the Senior Group Leader regarding re-entry to the building, relocation of business, or dismissal of employees and closure of business. If the building has been evacuated, no one will be allowed to

re-enter the building until authorized by the Emergency Evacuation Team who receives re-entry instructions from the Senior Group Leader.

The Group Leaders circulate the information, using the Office Captains and Emergency Wardens. Upon the termination of the event, whether it is an evacuation, partial evacuation or lockdown, or active threat event, notice to all staff and legislators will be provided via an automated notification process; in addition, supplemental communications aids will be used as available.

If dismissal with an undetermined return is necessitated, the form of notification of resumption of business will be communicated via an automated notification process.

When reentering the State House after the termination of an event, Legislative Council rules regarding security screening protocols must be followed. Persons without access cards or access rights through another entrance or the priority screening lane must be rescreened. Those with access to the priority screening lane must use their cards to approve access as they would entering the State House for the first time. If other entrances are used, only those using their cards are allowed to enter and they are prohibited from allowing other persons to enter with them unless they have their own individual card access.

## **X. TRAINING**

Safety Trainings. At the beginning of each biennium, Legislators and staff will be presented with a safety training that includes training regarding responding to active threat situations.

Emergency Evacuation Trainings. Staff members who are on the State House Emergency Evacuation Team and the directors of legislative offices will receive annual training regarding the State House evacuation routes, the designated assembly areas, and the specific tasks performed by each evacuation team role.

## **XI. DEVELOPMENT OF OFFICE-SPECIFIC SAFETY PLANS**

Each Leader together with their Chief of Staff, and each legislative Office Director shall annually establish, or review and revise, a safety plan that is specific to their office's physical space and staff configuration, and that incorporates plans and procedures to be implemented in the event of an evacuation, lock-down, or active threat event.

## **XII. SAFETY DRILLS**

The Executive Director, the Secretary of the Senate, and the Clerk of the House will together schedule and hold two annual safety drills in consultation with the presiding officers. One drill will be held during a regular session of the Legislature, and a second drill will be held in the fall.

**XIII. PERIODIC REVIEW OF PLAN**

This plan is maintained by Office of the Executive Director and will be reviewed each biennium by the Legislative Council or its State House Facilities Committee and revised as necessary.

This Plan as revised supersedes all previous versions.

BY: \_\_\_\_\_  
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