

**BURTON M. CROSS STATE OFFICE BUILDING
EVACUATION PLAN
Revised: August 14, 2012**

<http://www.maine.gov/bgs/propmanage/index.htm>

**BURTON M. CROSS STATE OFFICE BUILDING
EVACUATION PLAN
Revised
August 10, 2012**

I. THE BUILDING LAYOUT AND OCCUPANCY

1. The main exits from the building are the North (facing Parking Garage) and South (facing Cultural Building) exits on the first floor (ground level) and the East (facing the State House) and West (facing the Parking Lot) exits on the second floor. The North, South and East side exits of the building are wheelchair accessible exits.
2. The first floor consists of offices occupied by Office of Program Evaluation and Government Accountability, Maine Commission for Community Service, Capitol Police, Building Control and Division of Property Management as well as conference rooms and restrooms. The loading dock can be accessed from this floor in the South wing. The center corridor includes the elevators and the entrance to the State House connector. The North wing includes electrical rooms, restrooms and the cafeteria which encompasses most of the East side of the North wing. Other areas of the North wing include a Distance Learning room and conference rooms. There are staircases on the East side of the corridor in both the North and South wings that lead to the basement and to all floors above. On the West side of the North wing and nearer to the exit are staircases that lead to the second floor and the basement centrex room and fan rooms. On the West side of the South wing and nearer to the exit is a staircase leading to the second floor only. Population of the floor is estimated at 50 when the Legislature is not in session and up to 300 on a busy day during the Legislative Session.
3. The second floor houses the main entrance with a reception area, several legislative committee offices and hearing rooms, and the Office of Policy and Legal Analysis. There are four staircases on this floor. Two on the East side (one in the North wing and one in the South wing) lead to all floors, including the basement. The two on the West side lead to the first floor, only. Population of the floor is estimated at 60 when the Legislature is not in session and up to 350 on a busy day during the Legislative session.
4. The third floor is occupied by the Department of Administrative and Financial Services, Department of Economic and Community Development, Budget, Governor's Energy Office, ConnectMaine, and the Treasurer's Office. The fourth floor comprises the offices of the Bureau of General Services, Division of Leased Space, Planning Design & Construction, Purchases, Office of the State Controller, Human Resources, and the Secretary of State; and the fifth floor houses Education. There are approximately 180 people on each of these floors during the workday. The sixth and seventh floors are the Attorney General's offices. There are approximately 155 people on these floors during the workday. A person(s) from any of the departments could be in the basement at any time during a workday in their department's storage area. Egress from these floors is via two stairwells, one located at the North end and one at the South end.
5. On a busy day, while the Legislature is in session, there may be over 1,500 people in the Burton M. Cross Building (CSOB), including Legislators, lobbyists, permanent staff, part-time staff, school children and members of the public. Many of these people will be unfamiliar with the layout of the building.

6. The building is fully covered by a sprinkler system, a fire alarm system, and smoke and heat detection systems. Pull stations are on the North and South end of each floor.
7. This plan is activated under the direction of the Director of Property Management or his/her designee. **Each department or division of a department within the building is responsible for development of procedures to evacuate their staff and visitors from the working area and conference rooms in a way that complements this plan.**
8. The accuracy of this plan depends on timely updates of the relocation/addition of divisions throughout the building. This will be done through a cooperative effort by the Division of Leased Space and the Property Management Division.

II. THE EMERGENCY TEAM

The **Emergency Team** is comprised of the **Incident Commander** (the senior City of Augusta Police or Fire Officer on the scene), **Capitol Police**, **Building Coordinator** (or Co-Coordinator, in his/her absence), **Floor Leaders**, **Wardens**, and **Special Needs Buddies**.

Wardens and other evacuation team members will be identified by the agency head and trained by the **Floor Leader**. It is each department's responsibility to identify **Wardens** and other emergency team members.

EMERGENCY TEAM

Incident Commander
(will be dependent on the type of incident)

Capitol Police

Building Coordinator

Floor Leaders

Wardens

Buddies

III. POSSIBLE INCIDENTS REQUIRING BUILDING EVACUATION

Fire / Smoke	Civil disturbance
Chemical/gas leak or spill	Terrorist
Bomb threat/detonation	Earthquake or other natural disaster

IV. ALERTING AND WARNING OF INCIDENT

1. Reporting a Fire:

When a fire alarm Pull Station is triggered, Building Control will notify the **Fire Department** (9-911) and **Capitol Police**. Alarms will be sounded when the building needs to be evacuated. Locks are automatically released on all exit doors within the building when alarms are sounded.

2. Emergencies other than Fire:

If not sure if action should be taken, individuals should notify their supervisor to assess the situation, or if the supervisor is unavailable, Building Control (7-6911). Building Control will take appropriate action and will notify the **Building Coordinator**, as appropriate.

If Supervisor believes situation does not warrant further action, he/she promptly briefs Building Control on the situation. Building Control will notify the **Building Coordinator**.

Building Control may activate the emergency plan or consult first with **Capitol Police**, depending on the situation. If a decision is made for immediate evacuation, Building Control will sound the fire alarm.

When the alarm is activated, even if it seems shortened or stops quickly, individuals should evacuate the building anyway. If the situation is resolved prior to a complete evacuation of the building, the **Building Coordinator** will notify **Floor Leaders, Wardens, and Buddies**.

V. INCIDENT MANAGEMENT PROCEDURES

Protection of life is the primary goal. All measures are based on the assumption that they are not putting any person's life in danger.

The **Incident Commander** establishes the Command Post. The **Building Coordinator** sets up a separate Command Post at the Cultural Building Atrium, or the Nash Building, as an alternate location. As the situation dictates, the **Building Coordinator**, or Co-Coordinator, will remain onsite and in communication with the **Incident Commander** or **Command Post** as well as the Building Control Center and others as necessary. The Building Control Center will remain in the building until the **Incident Commander** deems it unsafe, at which time the operations will be moved to the Redundant Building Control Center.

The **Building Coordinator** or Co-Coordinator is in control of access to the building during an incident. During an evacuation, the **Building Coordinator** remains available for consultations with the **Incident Commander** and **Capitol Police**. He/she keeps in contact with **Floor Leaders** regarding the changing situation and necessary decision making involving business and staffing.

Floor Leaders report directly to the **Building Coordinator** and serve as the liaison between **Wardens** and the **Building Coordinator**. In the event of an incident, the **Floor Leader** shall exit the building and proceed to the assembly area to assist exiting personnel, and ensure no one leaves the assembly area. They remain with their groups at their assembly area until the **Wardens** have completed their evacuation assignments and have joined the group. The **Floor Leader** shall record reports from their **Wardens** as received, noting any problems and reporting these and any other unusual incidents to the **Building Coordinator**, using a messenger if necessary. **Floor Leaders** maintain contact with the **Building Coordinator** throughout the emergency event and remain in charge of their groups until the emergency is discontinued.

Wardens report to their **Floor Leaders** on the completion of their evacuation assignments, noting any problems or unusual incidents. In the event of an incident, **Wardens** shall usher personnel toward the nearest safe stairwell or exit beginning at their respective ends of the hallway and checking every office, restroom, conference room, and lounge to ensure they are

vacated. They shall instruct personnel to stay to the right hand side and exit in single file down the stairway and along the hallways to allow access for emergency personnel.

They provide assistance and guidance to department guests without an escort. Employees should take any necessary prescription medications with them, if you are at your work station, however, do not return to your work station for other personal items, and do not stop for beverages, to use the bathroom, or for other such non-emergency reasons. With assistance from others, Wardens should account for all staff in their assigned area. When the evacuation is complete, they shall proceed to the assembly area where they will continue to work as monitors and carry out assignments from the **Floor Leader** until the termination of the event.

Actions unable to be taken will be reported to the **Warden** who will report to the **Floor Leader**. The **Floor Leader** forwards the information through channels to the **Building Coordinator**, who will make any decision necessary to address the situation and advise the **Incident Commander**.

Buddies report the safe evacuation of their partner to their **Warden**. In the event of an incident, the **Buddy** shall assist their partner to the exit and activate the alarm. They also report any special needs or problems that develop for their partner during the emergency period. Those requiring assistance to evacuate the building are to report to the nearest safe stairwell. See section VI for additional information regarding special needs personnel and **Buddies**.

Capitol Police works closely with the **Building Coordinator** and the **Incident Commander**.

No one will be allowed to re-enter the building until notified by the **Emergency Team**. The **Emergency Team** receives this information from the **Building Coordinator**. The **Building Coordinator** consults with the **Incident Commander** before allowing re-entry.

VI. SPECIAL NEEDS PERSONNEL AND BUDDIES

Persons within your area should be asked if they wish assistance during emergency evacuations. For each person, a Buddy should be identified with an alternate.

In an emergency:

- ◆ Persons needing assistance and their Buddy will proceed to **nearest** safe stairwell and wait near the stairway entrance on the work floor until all evacuees have entered the stairwell and stair traffic has subsided (do not block entrance or stairway).
- ◆ Once stairway area is free of traffic enter the stairwell landing, ensure the stairwell door is shut and activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

Remain in the stairwell for further instruction or until assistance arrives. The stairwells are designed for a two-hour fire rating, making them a safe place to await rescue. As soon as possible, you will be contacted by an official who will give additional instructions such as:

- 1) Elevator(s) are safe to use in this circumstance. Proceed to elevator lobby and use elevators to exit the building.

OR

- 2) The fire department is on its way, they are informed of your location and will be here shortly.

NOTE: In the event of an evacuation, the safety of personnel is the priority; therefore, personal mobility aids will not be removed.

VII. EVACUATION ROUTES/ASSEMBLY AREAS (see attached map)

SECTION OF BUILDING	PRIMARY EXIT DOOR/STAIRS	ASSEMBLY AREA
Basement:		
<u>All Areas</u>	Exit via nearest, safe stairwell and door	Lot C - Center
First Floor:		
<u>All Areas</u>	Exit via nearest, safe stairwell and door	Lot C - Center
Second Floor:		
<u>North Wing: All Areas</u>	Exit via nearest, safe stairwell and door	Lot C – North East Corner
<u>South Wing: Occupants of rooms 214, 215 & 216 (Office of Policy & Legal Analysis, OPLA)</u>	Exit via nearest, safe stairwell and door	Lot C - North West Corner
<u>South Wing: All Other Areas</u>	Exit via nearest, safe stairwell and door	Lot C – North East Corner
Third Floor:		
All Areas	Exit via nearest, safe stairwell and door	Lot C - Center
Fourth Floor:		
All Areas	Exit via nearest, safe stairwell and door	Lot P – South Corner
Fifth Floor:		
All Areas	Exit via nearest, safe stairwell and door	Lot P – North End
Sixth Floor:		
All Areas	Exit via nearest, safe stairwell and door	Lot P – Center
Seventh Floor:		
All Areas	Exit via nearest, safe stairwell and door	Lot P – Center

NOTE: No elevators are used during evacuation.

The public will be evacuated from conference and hearing rooms using the pre-established evacuation routes posted in each room.

VIII. TERMINATION/CONTINUATION OF EVENT

The **Building Coordinator**, after consultation with the **Incident Commander**, informs the **Floor Leaders** regarding re-entry of the building, relocation of business, or dismissal of employees and closure of business.

The **Floor Leaders** circulate the information, using the **Wardens**. Supplemental communication aids will be used as available.

If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g., “Listen to radio stations _____, TV stations _____ at _____ AM/PM for notification regarding return to work”, or access the Maine.gov website, “Citizen Alert System” page).

Upon re-entry of the building following an evacuation, please take note of the people around you who may not belong in those areas. Visitors should not follow employees up the stairs, and should be directed to use the elevators, and wait in the lobby areas until staff has returned that can assist them.

IX. REVIEW/EXERCISES/TESTING

This plan is maintained by the Department of Administrative & Financial Services. It will be reviewed annually and revised as necessary.

Training exercises and drills will be held on a regular basis (at least annually). Each exercise, drill or emergency evacuation will be reviewed. Based on these reviews, this plan may be changed and staff provided additional training to address any problems or deficiencies noted.

DISSEMINATION

Jan Patterson, Director, Property Management Division, Building Coordinator
Don McCormack, Director, Bureau of General Services, Co-Building Coordinator
Capitol Police
Each Department in Building
Augusta Fire Department
Executive Director of the Legislative Council

EMERGENCY EVACUATION INFORMATION

Basement Floor Summary

Jan Patterson
Don McCormack

Building Coordinator
Co-Building Coordinator

Wesley Peaco
Robert Boynton

Basement Floor Leader
Basement Floor Leader, Back Up

Joe Cloutier
Jeff Hopkins

Warden
Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should take the nearest, safe stairwell up to the first floor and proceed out the nearest, safe exit of the office building. Go immediately to the assembly area located in Parking Lot C to the right of the Cultural Building Atrium. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. "listen to radio stations, TV stations or access the Maine.gov website, "Citizen Alert System" page for notification regarding return to work")*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)

- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

1st Floor Summary

Jan Patterson	Building Coordinator
Don McCormack	Co-Building Coordinator
Valerie Russell	1st Floor Leader
Amanda Daugherty	1st Floor Leader, Back Up
Sandra Weeks	Warden
Pam Beckwith	Warden
Rich Desjardins	Back-up Warden
Beth Ashcroft	Warden (OPEGA)
Matt Kruk	Back-up Warden
Maryalice Crofton	Warden (MCCS)
Pam Zeutenhorst	Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees shall exit the building using the nearest, safe door. Go immediately to the assembly area located in Parking Lot C to the right of the Cultural Building Atrium. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. “listen to radio stations, TV stations or access the Maine.gov website, “Citizen Alert System” page for notification regarding return to work”)*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

2nd Floor Summary

Jan Patterson
Don McCormack

Building Coordinator
Co-Building Coordinator

Alison Ames
Marion HylanBarr
Danielle Fox

2nd Floor Leader
2nd Floor Leader, Back Up
2nd Floor Leader, Back Up

Curtis Bentley
Jon Clark
Philip McCarthy

Warden
Back-up Warden
Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees shall exit the building using the nearest, safe door. Go immediately to the assembly areas. Occupants in rooms 214, 215 (OPLA employees) and 216 shall assemble in the North West Corner of Parking Lot C. All others from the second floor shall assemble in Parking Lot C at the North East corner. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are at lunch or otherwise outside of the South wing of the Cross Building and realize that there is an emergency, exit the building through the nearest exit and meet in your designated assembly area and notify your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in your designated assembly area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation to another area. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. via LENS, "listen to radio stations or TV stations for notification regarding return to work").*

Wardens

- Be sure that your assigned floor area is fully cleared of all occupants.
- Meet your co-workers outside at the designated assembly area.
- Once at the assembly area, check the employee roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs persons.

EMERGENCY EVACUATION INFORMATION

3rd Floor Summary

Jan Patterson	Building Coordinator
Don McCormack	Co-Building Coordinator
Katherine Riedel Weston	3rd Floor Leader
Sandy Harper	3rd Floor Leader, Back Up
Jane Andersen	Warden - (Bureau of the Budget)
Shirrin Blaisdell	Back-up Warden
Lynn Ware	Warden - (Financial & Personnel Services)
Carol Cody	Back-up Warden
Michael Barden	Warden – (Governor’s Energy Office)
Lisa Leahy	Back-up Warden
Waneta Drew	Warden – (DECD-Commissioner’s Office)
Cheryl Breault	Back-up Warden
Cheryl Breault	Warden – (Business Development)
Waneta Drew	Back-up Warden
Sue Bolduc	Warden – (Community Development)
Lynn Fortin	Back-up Warden
Lynn Fortin	Warden – (Tourism & Film)
Sue Bolduc	Back-up Warden
Jane Adams	Warden – (Treasury)
Jeff Chetkauskas	Back-up Warden
Michelle Kimball	Warden
Bonnie Delano	Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should proceed out the nearest, safe stairwell down to the first floor and out the nearest, safe exit of the office building. Go immediately to the assembly area located to the right of the Cultural Building Atrium in Parking Lot C. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. “listen to radio stations, TV stations or access the Maine.gov website, “Citizen Alert System” page for notification regarding return to work”)*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

4th Floor Summary

Jan Patterson	Building Coordinator
Don McCormack	Co-Building Coordinator
Phillip Platt	4th Floor Leader
Jeremy Davis	4th Floor Leader, Back Up
Angela Dickinson	Warden - (Controller's Office)
Tracie Perreault	Back-up Warden
Laurie Andre	Warden
Kim Hall	Back-up Warden
Thaddeus Cotnoir	Warden – (Human Resources)
Debbie Blanchette	Back-up Warden
Patty Drouin	Back-up Warden
Mark Lutte	Warden – (Division of Purchases)
Terry DeMerchant	Back-up Warden
Todd Cummings	Back-up Warden
Jennifer Merrow	Warden – (Bureau of General Services)
Tammy Harrington	Back-up Warden
Alan Henry	Back-up Warden
Tammy Mower	Warden (Secretary of State)
Christina Pinkham	Back-up Warden
Vanessa Mehuren	Warden
Tina Means	Back-up Warden
Betsy Laney	Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should proceed out the nearest, safe stairwell down to the first floor and out the nearest, safe exit of the office building. Go immediately to the assembly area located in the south corner of Parking Lot P. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. “listen to radio stations, TV stations or access the Maine.gov website, “Citizen Alert System” page for notification regarding return to work”)*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**..

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

5th Floor Summary

Jan Patterson	Building Coordinator
Don McCormack	Co-Building Coordinator
Janet Damren	5th Floor Leader
Greg Scott	5th Floor Leader, Back Up
Dan Alley	Warden
Mary Becker	Warden
Rhonda Casey	Warden
Nancy Dube	Warden
Dede Gilbert	Warden
Carol King	Warden
Pat Neumeyer	Warden
Pam Partridge	Warden
Lisa Perry	Warden
Steve Vose	Warden
No one assigned	Back-up Wardens

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should proceed out the nearest, safe stairwell down to the first floor and out the nearest, safe exit of the office building. Go immediately to the assembly area located in the north corner of Parking Lot P. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. “listen to radio stations, TV stations or access the Maine.gov website, “Citizen Alert System” page for notification regarding return to work”)*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.
- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the nearest, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the Emergency Call Button located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

6th Floor Summary

Jan Patterson	Building Coordinator
Don McCormack	Co-Building Coordinator
Annette McLaggan	6th Floor Leader
Arlene Harrison	6th Floor Leader, Back Up
Amy Oliver	Warden
Eve Fitzgerald	Back-up Warden
Stephanie Grenier	Warden
Laurie Carrier	Back-up Warden
Diana Meader	Warden
Janice Stuver	Back-up Warden
Elizabeth Rowe	Warden
Carolee Bisson	Back-up Warden
Amy Bailey	Warden
<i>To Be Determined</i>	Back-up Warden
Lorraine Douin	Warden
Samantha Buck	Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should proceed out the nearest, safe stairwell down to the first floor and out the nearest, safe exit of the office building. Go immediately to the assembly area located in the central area of Parking Lot P. (see attached map) **For safety reasons, employees must stay with their groups until further instructions from your Warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your **Warden** you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. "listen to radio stations, TV stations or access the Maine.gov website, "Citizen Alert System" page for notification regarding return to work")*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise **Floor Leader** of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the **Floor Leader**.

- Wait for further instructions from the **Floor Leader**.

Buddies

- Be sure to bring your special needs person to the **nearest**, safe stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Emergency Call Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the **Floor Leader** will contact the **Wardens** with appropriate instructions. The **Wardens** will then provide these instructions to the employees, **Buddies** and special needs people.

EMERGENCY EVACUATION INFORMATION

7th Floor Summary

Jan Patterson **Building Coordinator**
Don McCormack **Co-Building Coordinator**

Tracy Thompson **7th Floor Leader**
Tammy Blacker **7th Floor Leader, Back Up**

Gail Cyr **Warden**
Rose Sirois **Warden**
Linda Buttrick **Warden**
Theresa Theberge **Warden**

Procedures to be taken depending on the situation:

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SEWALL STREET

4th Floor
Assembly Area

Lot P

6th Floor &
7th Floor
Assembly Area

Lot P

5th Floor
Assembly Area

Nash
School

Alternate
Command Post

OPLA

Lot C

Basement,
1st Floor, &
3rd Floor
Assembly Area

Lot D

Lot E

2nd Floor
Assembly
Area

Burton M. Cross
Office Building

Command
Post

Cultural
Building

State House

CAPITOL STREET

STATE STREET