

MAINE STATE LEGISLATURE

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MAINE STATE LEGISLATURE

BUILDING EMERGENCY EVACUATION PLAN FOR THE STATE HOUSE

April 22, 2007

**STATE HOUSE
BUILDING EMERGENCY EVACUATION PLAN**
April 22, 2007

INTRODUCTION:

This plan outlines the procedures for full or partial evacuation of 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. In any lock-down event, the Executive Director of the Legislative Council, Chief of Capitol Security or the Senior Group Leaders will provide occupants of the State House instructions in an appropriate manner.

PLAN OBJECTIVES:

In the event of an emergency inside the State House, all occupants of the State House may need to be evacuated from the building in a rapid and safe manner.

In the event of an emergency outside of the State House, the proper course of action will be taken to promptly protect the occupants of the building from harm and to secure (lock-down) the building.

Goals:

1. Protection of life is the primary goal.
2. All exits will be kept fully operational and clear of obstructions in all weather conditions.
3. Fire escapes will meet all applicable safety codes and will be used as backup routes of egress.
4. State House personnel will be identified to perform various functions during an emergency and provided with the appropriate training.
5. State House personnel taking part in the functions described in this plan will take no actions that place their personal safety in jeopardy.

State House Building Emergency Evacuation Plan

POSSIBLE INCIDENTS REQUIRING COMPLETE BUILDING EVACUATION:

The following are 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;
- Civil disturbance; or
- Earthquake

POSSIBLE INCIDENTS REQUIRING PARTIAL EVACUATION OR LOCK-DOWN

The following are 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/gas leak or spill in the immediate vicinity of the State House;
- Civil disturbance in the immediate vicinity of the State House;
- Law enforcement activity in the immediate vicinity of the State House in response to terrorism or civil disturbance.

INCIDENT MANAGEMENT

The State House Emergency Team is comprised of the Senior Group Leader, Group Leaders, Office Captains, Emergency Wardens, Special Needs Buddies, and Capitol Security. The Senior Group Leader is responsible for the overall coordination and communications within the Legislature during an incident. The Chief of Capitol Security will ordinarily direct evacuation activities if an officer is in the building; however, that is not always possible. Group Leaders report directly to the Senior Group Leader who report to the Executive Director. Emergency Wardens and Office Captains report to their Group Leaders. Buddies report to their Emergency Warden. Capitol Security works closely with the Senior Group Leader and the response agencies.

During an evacuation, the Senior Group Leader remains available for consultations with the Incident Commander (the Chief Responder on scene) and Capitol Security. The Senior Group Leader keeps in contact with Group Leaders and Leadership regarding the changing situation, and necessary decisions to be made involving the business and staffing of the Capitol. Capitol Security and the Executive Director will advise Legislative Leadership as necessary. The Building Control Center in the Cross Building will remain in operation as long as possible since it includes all communications equipment and keys to both buildings. The Incident Commander establishes the Command Post. As the situation requires, the Senior Group Leader may evacuate to the Building Control Center or to an evacuation site as long as he or she stays in contact with necessary parties and the Incident Commander or his or her designee.

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The **Initial Command Post** will be located in the parking area immediately adjacent the Governor's Entrance on the north-west side of the State House. Based on the situation, the Command Post may be relocated as needed.

Group Leaders meet with their groups at the evacuation destination 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 using a messenger if necessary. Group Leaders remain in charge of their groups until the emergency is discontinued.

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 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 2-person teams, one team from both the north and south wings on every floor. 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.

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, on the activation of a fire alarm, will inform members of the committee and the public that an emergency exists and direct them to the designated exit. If anyone in the committee room needs assistance in leaving the building, the clerk should call 7-9961 for assistance immediately.

Stairway Monitors are members of the House and of Senate Chamber Staff assigned to take up positions near the stairways on the 2nd, 3rd and 4th floors. They guide individuals entering and exiting the stairways, keep the exit process moving and to provide brief reminders of assembly points. Stairway monitors on the second floor may direct people to the east entrance to avoid or correct congestion on the 1st floor.

LOCATION OF EXITS

On a busy day there may be over 1,000 people in the State House, including members of the Legislature, the Governor, State employees, large 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 of these people may be unfamiliar with the layout of the building and specific evacuation plans.

There are six primary exits from the State House:

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

- (1W) the West side main entrance (**Handicap accessible**);
- (1H) the service entrance on the north side of the West Wing (**Handicap accessible**) (not recommended for use during emergency evacuation procedures unless absolutely necessary);
- (1S) the South Wing Exit (stairs) that faces the legislative parking area, lot C and the Cultural Building, and
- (1N) the North Wing (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 Governor's Entrance (stairs) on the north side of the West Wing.

The appropriate use of these exits is explained in the table titled "Evacuation Routes" presented in this document.

Potential congestion issues around exits.

- The two handicap-accessible entrances to the State House, (1W) and (1H), lead to areas that may be used by emergency responders and their vehicles.
- The second floor exit (2N) also leads to an area that will be needed by emergency responders and their vehicles.
- The north parking lot adjacent to the Governor's Entrance (2N) is the only area allowing ready access to the building for heavy equipment. This area must be kept clear for emergency equipment, etc. Those evacuating the building must make every effort to keep out of this area and to stay clear of responding emergency vehicles.

PROCEDURES FOR REPORTING AN EMERGENCY SITUATION

Employees. If an employee discovers the emergency situation, that person must dial 9-911 (state phone) or 911 (cell phone) immediately to report the incident and pull the nearest fire alarm box (if a fire) to begin evacuation. The person must then notify the Office of the Executive Director at 287-1615 and if time permits his or her supervisor. If none of those options are available, the employee must notify Building Control 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 9-911 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.

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Executive Director. Once notified of an emergency situation, the Executive Director or the Executive Director's designee must notify the Chief of Capitol Security and, if time permits, the Governor's Office, the President of the Senate, and the Speaker of the House. The Executive Director may activate the emergency plan or consult first with Legislative Leadership and Capitol Security, depending on the urgency of the situation.

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 decision is made for immediate evacuation, notify emergency staff and activate the general evacuation alarm (fire alarm).

Partial evacuation or lock-down. If a decision is made to initiate a partial evacuation or a building lock down, Capitol Security or as appropriate, the Executive Director or designee must issue clear instructions to all building occupants on whether and how to evacuate the building or to stay in their designated workspace until further notice.

In either case, backup notification by telephone and runners will be initiated by the Executive Director.

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

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

The north parking lot adjacent to the 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.

A mustering point and initial incident command center is located at the Governor's entrance (1H or 2N) to the State House.

No one will be allowed to re-enter the building until authorized by the Emergency Team. The Emergency Team receives this information from the Senior Group Leader. The Senior Group Leader consults with the Incident Commander (the Chief Responder on scene) before allowing re-entry.

FIRE ESCAPES:

There are four fire escapes available for use when the primary exits are not useable. Fire escapes should be use 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.

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Fire escapes are located in the North Wing, West Wing, and South Wing. Rooms on each floor with access to the fire escapes are indicated with lighted EXIT signs. Hallway doors to rooms with fire escape access are not locked.

ELEVATORS:

Elevators do not operate during a fire alarm.

CAUTION

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.

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TERMINATION/CONTINUATION OF EVENT

Legislative Leadership or the Executive Director, after consultation with Capitol Security, the Senior Group Leader and the Incident Commander, informs the Group Leaders regarding re-entry to the building, relocation of business, or dismissal of employees and closure of business.

The Group Leaders circulate the information, using the Office Captains & Emergency Wardens. Supplemental communications aids are used as available.

If dismissal with an undetermined return is indicated, the form of notification of resumption of business will also be announced and will most likely follow the notification process in place for snow days.

EVACUATION DRILLS

The Executive Director will schedule periodic evacuation drills. At a minimum, one drill will be held within the first two weeks in January. Another drill will be held during the month of September.

REVIEW

This plan is maintained by Executive Director's Office and will be reviewed annually by the State House Facilities Committee and the Legislative Council and revised as necessary.

Executive Director of the
Legislative Council

EVACUATION ROUTES are shown in Attachment 1 to this plan

ASSEMBLY AREAS are identified in Attachment 2 to this plan

Adopted February 24, 2005
Revised effective April 22, 2007

ATTACHMENT 1
STATE HOUSE EVACUATION ROUTES

<u>Section Of Building</u>	<u>Primary Exit Door/Stairs</u>
<u>First Floor</u>	
North Wing: All Rooms	Out (1N) North Exit
South Wing: All Rooms	Out (1S) South Exit
West Wing: All Rooms	Out (1W) West Main Exit
<u>Second Floor</u>	
North Wing: All Rooms	To stairs to first floor to (1W) West Main Exit.
South Wing: All Rooms and Hall of Flags (Except Governor's Staff offices).	To Hall of Flags and out (2E) East Exit.
West Wing: All Governor's Offices	Out Exit (2N) Governor's Exit
<u>Third Floor</u>	
North Wing: All House Rooms and House Chamber	(N) stairs to first floor, out (2E) East exit.
South Wing: All Senate Rooms and senate Chamber	(S) stairs to the first floor, out (1S) South Exit.
West Wing : All Rooms	(W) stairs to second floor, out (2E) East Exit.
<u>Fourth Floor</u>	
North Wing: House Gallery and All Rooms	(S) stairs to first floor, out (1W) West Main Exit.
South Wing: Senate Gallery and All Rooms	(S) stairs to first floor, out (1S) South Exit.
West Wing: All Rooms	(S) stairs to first floor, out (1W) West Main Exit.
<u>Fifth Floor</u>	
Maintenance Staff Room	(S) stairs to first floor , out (1S) South Exit.

ATTACHMENT 2
LEGISLATIVE ASSEMBLY AREAS

Legislative Assembly Areas are designated for when the State House will need to be evacuated. This will be the case when the cause of the building evacuation anytime the building is evacuated. Personnel must report to their designated assembly area when they leave the building and must not loiter near the exits, in the parking areas or driveways. Being part of the headcount and not being in the way of emergency personnel are critical.

Regardless which exit a person leaves the State House from, it is important that they report to their **Designated Legislative Assembly Area**, so they may be accounted for.

Building Control is responsible for providing access to the Legislative Assembly Areas upon notification of the need to evacuate the State House for an extended period.

Designated Legislative Assembly Areas:

Senate:

Senators and all Senate Staff shall report to the atrium of the State Library. The Senate Sergeant at Arms is responsible for the Senate Assembly Area during an emergency and shall conduct a head count of all Senate personnel as soon as possible.

House:

House Members and all House Staff shall report to the Cafeteria in the basement of the Cross Office Building. The Clerk of the House is responsible for the House Assembly Area during an emergency and shall conduct a head count of all House personnel as soon as possible.

Non-partisan Staff and Committee Clerks:

All Non-partisan Staff and Committee Clerks shall report to the Lobby Area on the 2nd Floor of the Cross Office Building. The Director of OFPR is responsible for the Non-partisan Assembly Area during an emergency and shall conduct a head count of all Non-partisan and Committee Clerk personnel as soon as possible.

Members of the Public:

In the event of an extended State House evacuation, Members of the Public will be directed to leave the area of the State House in the safest manner possible. Should there be extenuating circumstances that would prevent Members of the Public from leaving the area safely; **Capitol Security** will take the necessary actions to provide safe shelter for these people until they can be safely evacuated.

Alternative Legislative Assembly Area:

Should the designated Legislative Assembly Area be impacted by the same incident, the Alternative Legislative Assembly Area will be the Department of Transportation Building located at Capitol and Child Street across from Capitol Park.

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ATTACHMENT 3
State House Emergency Evacuation Team

Executive Director:

David Boulter

Capital Security:

Chief Russell Gauvin

Senior Group Leaders:

Paul Mayotte

Scott Clark

Group Leaders:

State Library Museum Atrium

Bob Asselin

Cross Building Cafeteria

Ron Wheelock

Cross Building Lobby

Grant Pennoyer

Emergency Wardens:

1st

South:

Teen Griffin
Sherry Davis

North:

Kathleen Parsons
Sara Reed

2nd

Nik Rende
Casey Begin

Jennifer Locke
Bob Michaud

3rd

Judy Delfranco
Joy O'Brien

Jeanette Rowell
Christine Wormell

4th

Nina Fisher

William Brown
Kaylene Waindle

Office Captains:

1st

Office of the Revisor

Ed Charbonneau

Legislative Info.

Carolyn Naiman

Executive Directors (Rm 103)

Rose Breton

Executive Directors (Rm. 120)

Debra Olken

2nd

Law Library

Lynn Randall

Information Systems

Sue Begin

Fiscal & Program Review

Ann M. Yandian

3rd

Clerks Office

Judy Barrows

Speakers Office

Jane Figoli

Senate Majority

Lisa M. Cote

Senate Minority

Megan McMahon

House Majority

Paula Thomas

House Minority

Willi Lash

Senate President's Office

Marcia Homstead

Senate Secretary's Office

Dorothy Canelli

4th

House & Senate offices, report with your third floor office group

Buddies:

Norman Arbour

Per assignment