

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
Seventeenth Coast Guard District

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5000

DEC - 8 2006

MEMORANDUM

From: *A. E. Brooks*
A. E. BROOKS
CGD SEVENTEEN

Reply to: dre-2
Attn of: LT John Henighan
District 17 Safety Officer
(907) 463-2287

To: KEITH ONEY
GSA, FEDERAL BUILDING MANAGER

Subj: UPDATED JUNEAU FEDERAL BUILDING OCCUPANT EMERGENCY PLAN

1. As the lead Federal agency in the Juneau Federal Building, U.S. Coast Guard District Seventeen has reviewed and updated the Juneau Federal Building Occupant Emergency Plan, contained herein as an enclosure. This updated plan was coordinated through and approved by officials of the other Federal, State and tenant agencies in the Juneau Federal Building.
2. If you have any questions regarding this plan, or recommendations for improvements, please contact my Safety Officer, Lieutenant John Henighan, at (907) 463-2287.

#

Enclosure: Juneau Federal Building Occupant Emergency Plan, updated December 2006

Copy: All Federal Building Tenants

Occupant Emergency Plan

Juneau Federal Building

709 West 9th Street, Juneau, Alaska 99801

Juneau Federal Building tenant agencies approved this Occupant Emergency Plan (OEP) under the authority of 41 CFR 101-20.

Signed: _____



Rear Admiral A. E. Brooks
Designated Official
U.S. Coast Guard, Lead Agency

Date: _____ December 2006 _____

A current copy of the OEP will be made available to all occupants of the building.

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Emergency Contact Information

Local

Fire Department..... 911
 Medical / Ambulance 911
 Police Department..... 911
 Police (non-E!)..... 586-0600
 State Troopers (non-E!)..... 465-4000

Building

Security Desk586-9319
 Public Health586-7319
 GSA Building Manager ...586-7993/7316
 GSA Facilities Services800-806-8145
 U.S. Coast Guard (24hr.).....463-2000

Other

Homeland Security Federal Protective
 Service.....888-280-3405
 " " Alaska Dispatch907-271-5995

Our Office / Personal Contacts

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FIRE

Activate a Fire Pull Station. This notifies the Fire Department automatically
 Or call 911



Police / Medical

Call 911



Biohazard / Hazmat

Call 911
 Call Homeland Security 1-888-280-3405



Demonstration

Call GSA586-7993
 Call Homeland Security 888-280-3405
 Call 911



Workplace Violence

Call 911
 Call Homeland Security 888-280-3405



All other Emergencies

Call 911

Introduction

As an occupant of the Juneau Federal Building we hope you will never experience a situation that requires the information contained in this plan. However, we all know that unfortunate events can occur at any time, and therefore it is important to be prepared when they do.

About the plan

The Occupant Emergency Plan establishes procedures for safeguarding lives and property during emergencies. Commander, Seventeenth Coast Guard District and the GSA Property Manager will provide consultation, support, and advice to other tenant agencies in the Juneau Federal Building concerning the Occupant Emergency Plan. A current complete copy of the Occupant Emergency Plan will be kept on file by the Designated Official and the GSA Property Manager. Each agency will make provisions of the Plan known to all of their employees.

About the building

Stairwells

The building contains two stairwells, one at the mountain or east side of the building, the other at the bridge or west side of the building. These stairwells are pressurized to provide a "safe haven" during a fire and allow occupants to exit the building safely.

PA System

The building currently contains a recorded message type of Public Address (PA) system that is activated automatically when a pull-station is activated. In addition to the alarm, the PA message will indicate that there is a fire in the building and to evacuate.

Elevators

The building elevators will automatically descend to the 1st floor during an alarm, unless an actual fire has been detected, in which case the elevators will automatically stop at the floor above the fire floor, allowing elevator occupants to exit the nearest stairwell.

Floor wardens

Each floor has at least two floor wardens with responsibilities for ensuring that the floor is clear when an evacuation occurs, see Appendix C - Floor Warden Responsibilities, for more information. If you, or someone in your agency, are a floor warden, ensure that you have also designated a back-up person.

For safe, efficient evacuations of the building, it is important that people react to an alarm immediately and seriously. Knowing where to go and what to do gives you the confidence in an emergency to remain calm and react quickly. Please evacuate the building as silently as possible (i.e. minimize idle chat) as building and emergency personnel, including floor wardens, are equipped with radios and will need to communicate with others while assisting in the evacuation.

Building Evacuation Procedures



In the event of an emergency, building occupants shall respond immediately and take action to protect themselves and others. Response measures depend upon the type of emergency present. Prior to an evacuation, building occupants will take the following action whenever possible, *without endangering their lives*.

1. Place exposed records in cabinets or desk drawers or spread covers over the records to protect them from damage.
2. Place classified documents in safe or secure location.
3. Disconnect electrical equipment as necessary.
4. Close but **do not lock** the door (Cipher lock doors, which automatically lock, should also be closed.) when the last person leaves the room. This is done to slow down the spread of a fire.
5. Take government identification with you for re-entry into the building.

Proceed to your nearest safe stairwell and please keep to your right (emergency personnel access the building up the stairwells as you are proceeding down). Go directly to your unit's assembly point. Do **NOT** cross 9th street in front of the building, as this will block emergency vehicle access.

When exiting the rear of the building, proceed across the Gold Creek pedestrian bridge to the parking lot and then meet at your unit's assembly point. Continue on "C" street if your unit assembly point is in the front of the building (See Appendix A – Map)

The **passenger or freight elevators shall not be used** to evacuate occupants during alarms.

People who may need assistance (permanently disabled persons or people with temporary mobility impairment which precludes them from normal stairwell movement during a building evacuation) shall wait outside the stairwell door until the floor has been evacuated and the stairwell cleared. At this time, the floor warden will assist the person into the stairwell. Ambulatory individuals should then proceed down the stairwells at their own pace. Persons unable to proceed down the stairwells without firefighter help shall remain in the stairwell to await Fire Department rescue personnel. Stairwells in the building are pressurized, have a two-hour fire protection rating, and are considered a "safe haven".

Drills will be terminated when all floors are cleared and reported to the Head Floor Warden and all evacuation actions have been satisfied.

Please be patient during the re-entry process as it may take time to process everyone back into the building.

Emergencies

Fire

Upon discovering a fire (and not in immediate personal danger), the building occupant should IMMEDIATELY notify the Fire Department by calling the Fire Department or by activating the nearest building alarm box, then follow the Building Evacuation Procedures. *Do not use the elevators.*

Earthquake

During an earthquake, occupants should not attempt to leave the building, but should curl up in the fetal position next to a large bulky object that will compress slightly but leave a void next to it. Stay away from tables, credenzas, or against columns and inside walls. Stay away from windows and overhead light fixtures that could shatter. Watch out for material and furniture that might slide or topple such as filing cabinets, bookcases, and partition dividers.

If a fire occurs, activate the Fire Pull Station and evacuate the building. *Do not use the elevators.* When leaving the building, avoid stepping near or under power poles, electric lines, and other structures that could collapse. Proceed to your agencies assigned assembly point.

Explosion

In the event of an explosion in the building, occupants should take cover under tables, desks, or other such objects that will give protection against flying glass or debris. If there is a fire, pull a Fire Alarm Box and evacuate the building. *Do not use the elevators.* Call 911 and Homeland Security Federal Protective Service at 1-888-280-3405 from a safe location.

Workplace Violence

If you witness a customer or a co-worker who is acting in a threatening or hostile manner or appears out-of-control, call 911 immediately. You should also contact Homeland Security Federal Protective Service at 1-888-280-3405.

If someone is threatening *YOU* with a gun, knife, or other weapon stay calm, maintain eye contact, and follow the instructions from the person who has the weapon. Don't risk harm to yourself or others by trying to grab the weapon. Watch for a safe chance to escape to a safe area.

In a case of minor threatening actions by a customer or co-worker, stay calm, listen attentively, maintain eye contact, be patient and make every effort to keep the situation in your control.

Demonstrations

Building occupants who have received any information regarding a demonstration, rumors of demonstration, or if a demonstration takes place at the building and demonstrators have gained entrance to the building immediately call 911 and notify the Homeland Security Federal Protective Service at 1-888-280-3405

Device / Agent Found



Actual device or agent (i.e. mail, vial, package, etc.)

The initial person to discover the contaminant/substance has the following responsibilities:

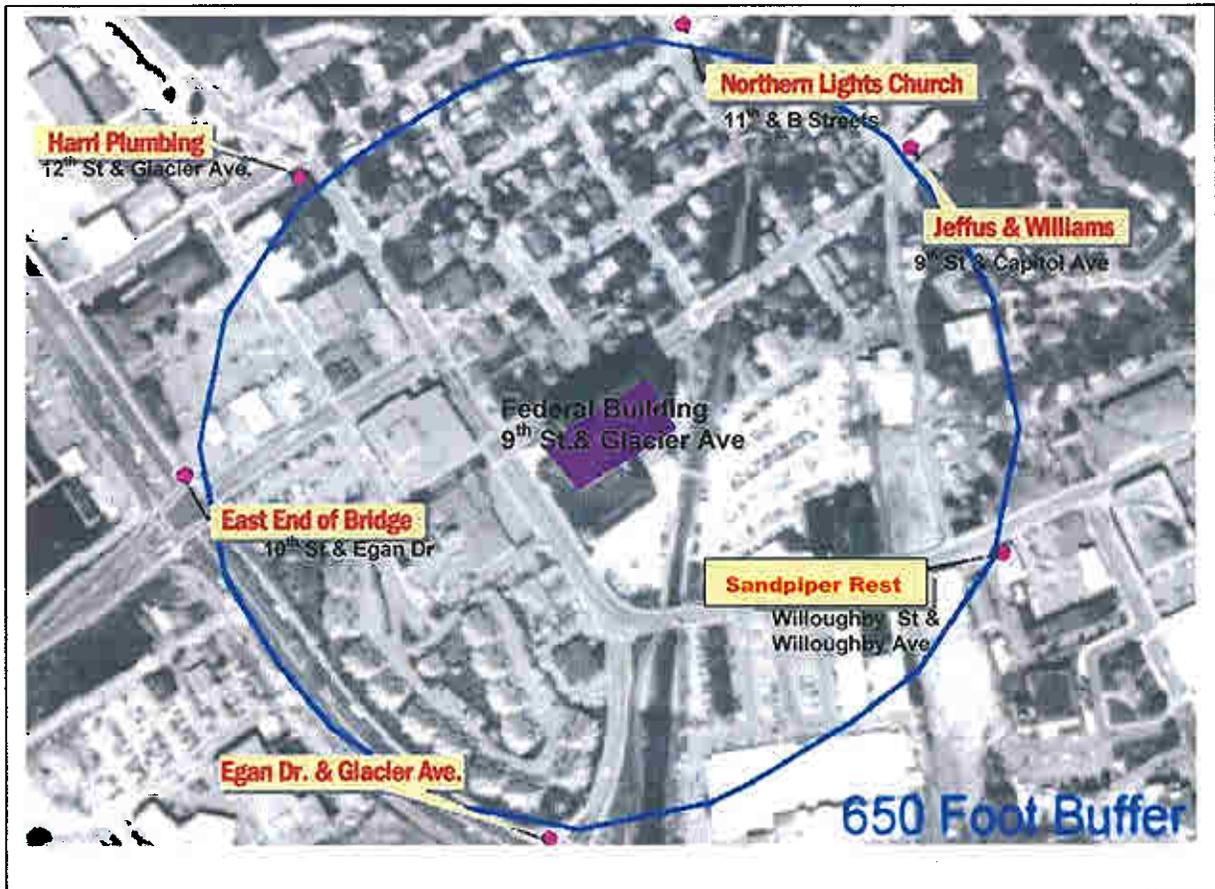
1. If identified as a threat or substance, set it down. **DO NOT TOUCH IT!** Do not remove it from the area. To STABILIZE, cover any spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
2. Leave the room and close the door, or section off the area to CONTAIN suspect area and prevent others from entering (i.e., keep others away). Notify the Building Manager and/or Designated Official. Give information of your floor, room number, phone number, number and names of people possibly contaminated.
3. Call 1-888-280-3405 (Department of Homeland Security Federal Protective Service dispatch) and describe the exact nature of the situation to the dispatcher.
4. Give your name and dial-back number to the dispatcher.
5. Stay by the telephone to receive instructions from emergency personnel.
6. ISOLATE your area to reduce possibility of further exposure.
 - a. Do not allow any non-emergency personnel to enter your area.
 - b. Do not allow persons present when the letter or package was discovered to leave the area, as it may cause further contamination.
7. If possible, *without contaminating others*, move all contaminated persons to a neighboring "quarantine area". Notify your supervisor by phone where the package/contaminant is located and location of the "quarantine area".
8. *If conditions permit*, wash off any particles and any liquid you came in contact with and wash your hands with soap and water to prevent spreading any powder to your face.
9. Wait for emergency personnel to arrive and follow their instructions. They are trained to provide decontamination and any medical attention necessary. Advise those in the quarantine area that help is on its way and that these precautions are necessary to ensure the health and safety of these persons and their families.

Appendix A - Evacuation Route Map

Juneau Federal Building Evacuation Zone

Photo shows the Federal Building in the center and the area around the building that should be evacuated in the event of an emergency. The evacuation area extends 650 feet from the building in all directions. Landmarks just outside the evacuation area are:

- Harri Plumbing, to the northwest
- Northern Lights Church, to the north
- Jeffus and Williams, to the north-northeast
- The Sandpiper Restaurant, to the east
- The junction of Egan Drive and Glacier Avenue, to the south
- The east end of the Douglas Island bridge, to the west



Building Occupant Responsibilities

Each agency occupying the building should develop an evacuation plan that designates a specific location to meet when the building is evacuated. For example, you may choose to meet at the corner of 9th Street and Capitol Ave when exiting the front of the building. If your agency occupies one or more floors of the building, you may wish to split a floor and have each "side" of the building meet at separate designated locations (i.e. front of the building vs. rear of the building). In any case, it is important to ensure that employees know where to go in the event of a building evacuation.

Appendix B – Executive Association Decision Tree

The following summarizes the Decision Tree for Issuing Public Announcements to Juneau Federal Building Employees in response to inclement weather:

1. The lead agency will get the most current weather forecast by reviewing the following websites at 1400 the day before for **awareness of unsafe conditions** and calling JPD at 0500 the morning of proposed building closure:

- National Weather Service for Juneau, AK <http://paik.arh.noaa.gov/>
- Alaska Department of Transportation <http://511.alaska.gov/>
- Juneau Public Works <http://www.juneau.org/streets/schedule.php>
- Juneau Police Department (JPD) 586-2780

2. Decision Regarding Employee Work Attendance Notification List: Designated Official advises JPD, CG Duty Officer and GSA Building Manager on decision for Work or No-Work. (Options: 2 hour delay or closed for the day)

Designated Official	Designated Alternate Official
(1). RADM Gene Brooks , USCG Command Center: 463-2000	(2). RDML David Glenn , USCG Command Center: 463-2000
(3). Mr. Dennis E. Bschor , Forest Service Work: 586-8863 Home: 586-6106	(4). Mr. Paul Brewster , Forest Service Work: 586-8716 Home: 789-0076
(5). Niles Cesar , BIA Work: 586-7177 Home: 790-2243	(6). Warren Heisler , BIA Work: 586-7177 Home: 780-6217

For “No Work” decisions: U.S. Coast Guard Duty Officer 463-2000

GSA Building Manager: Mr. Keith Oney, w) 586-7993, h) 586-1003, c) 723-2105

For Public Announcements:

RADIO STATION:	Phone	Fax	E-mail
KINY	586-6397	586-3266	kiny@ptialaska.net
KJNO	586-3630	463-3685	mccoi@taku105.com and maverick@taku105.com
KSRJ	586-2007	586-3802	whiteoakbroadcasting@gci.net
KSUP	586-6397	586-3266	ksup@ptialaska.net
KTOO	586-1212	586-2561	news@ktoo.org

During Normal business hours, the designated USCG Safety Officer will activate the Federal Building Telephone Cascade to notify the other agencies of building closures.

Appendix C – Floor Warden Responsibilities

Floor Wardens are volunteer positions that assist in the evacuation of the building. At a minimum, there should be at least two floor wardens per floor, and each of those floor wardens should have a designated back-up person. Floor Wardens should be willing and capable of the responsibilities, and ideally, be in positions with minimal travel requirements, so they are in the building most of the time. Floor Wardens shall be equipped with a hard-hat, flashlight and hand-held radio transceiver.

1. Floor Wardens available at the time of an emergency or alarm shall monitor and direct the evacuation of their assigned floor. If an alarm is activated when you are not on your assigned floor, proceed outside to the Head Floor Warden to report your status. Do **NOT** attempt to return to your assigned floor when an alarm has been activated.
2. After personnel have evacuated an individual floor, *and if there is no immediate threat*, Floor Wardens shall check the office doors to see that they are *closed but unlocked* so that emergency personnel can gain access.
3. Floor Wardens should note anyone awaiting assistance from rescue personnel and report that information to the Head Floor Warden.
4. Once a floor has been cleared, Floor Wardens shall report to the Head Floor Warden at Gold Creek Bridge on 9th Ave to report their floor status.
5. Congestion occurring outside the building is a problem during building evacuation.
 - a. **Ninth Street Exit:** When occupants leave the building, they must turn right and proceed up Ninth Street, past the Gold Creek Bridge. **UNDER NO CIRCUMSTANCES SHOULD PERSONNEL LINGER OUTSIDE THE FRONT OF THE BUILDING, ALONG NINTH STREET, OR ALONG GLACIER AVENUE.** (Firefighters and trucks use this area for hydrant access). Occupants shall proceed to their assigned assembly point and report to their supervisor.
 - b. **Rear Exit:** Occupants must cross the Gold Creek pedestrian bridge. Occupants shall proceed to their assigned assembly point.
6. If you are transferred or your assignment changes such that you cannot act as a Floor Warden, arrange for your replacement and contact the Head Floor Warden with the name, phone number and e-mail of the replacement Floor Warden. Give your replacement your Floor Warden support material, including your issued flashlight, hardhat and radio. Discuss the responsibilities and requirements of your Floor Warden position with your Floor Warden replacement.

Head Floor Warden

The Head Floor Warden shall be a volunteer position that is separate from other floor wardens, and act as a liaison to the fire department. In this capacity, the Head Floor Warden will be responsible for providing an evacuation report directly to the fire department (see next page for report form). The Head Floor Warden should exit the front of the building and report to the Gold Creek Bridge. If the Head Floor Warden is absent during an emergency, the first available floor warden will act as the Head Floor Warden.

Radio Communications

Each floor warden should have an assigned radio for emergency communications. Although the radio brand and/or models may differ slightly, the frequencies for radio operation should be the same.



During the first few minutes of an evacuation, floor wardens should turn their radios on to channel 1, with the volume set to near maximum level. However, NO radio communication should be necessary during these first few critical minutes, and floor wardens should be concentrating on checking their floors and getting a count, if necessary, of any persons that will require assistance out of the building by emergency personnel.

Once the Head Floor Warden is outside the building, he or she will start a call-down by floor, and ask for a status report of each floor. A report may be requested over the radio if floor wardens have not yet reported to the Head Floor Warden in person. Note that stairwells should be referred to as the "East" (mountain) or "West" (bridge) side of the building". Stairwell doors shall be designated by signage to indicate East or West.

Appendix D - Head Floor Warden Checklist

Floor	All Clear (✓)	Status Description	E	W
9				
9				
8				
8				
7				
7				
6				
6				
5				
5				
4				
4				
3				
3				
2				
2				
M				
M				
1				
1				
B				
B				

The Head Floor Warden should ensure that they receive a full report of each floor from Floor Wardens assigned to the floor (i.e. most likely there will be 2 wardens for each floor). ***The stairwells should be referred to as "East" (mountain) or "West" (bridge) side of the building.***

Radio responses should be stated with your last name and status, such as "Jones 8th floor all clear" or "Davidson, 2 people in 6th floor east stairwell".

Appendix E – Received Threat Checklist



If you receive a threat via the telephone, it is important to obtain as much information from the caller as possible. Individuals who make these threats will often give a large amount of information.

- Keep the caller on the telephone as long as possible, even if the questions on the checklist are not answered.
- Do NOT ask who is calling until you are reasonably sure that no further information about the threat can be obtained. Questions attempting to ascertain the caller's identity may cause him/her to hang up prematurely.
- Do not hang up the phone until the caller does.
- After receiving the call, immediately notify the local police at 911 and then Homeland Security at 1-888-280-3405. Notify GSA at 586-7993.
- Do not discuss the call with other personnel.

Exact wording of the threat:

Inform the caller that the area is currently occupied and their action may cause serious injury to individuals in the area.

Response:

Questions to ask: [In this order]

1. What agent is it?

2. When is the agent going to be released?

3. Where is it right now?

4. Did you put it there?

For Official Use Only

5. What does it look like?

6. What will trigger the release?

7. Did you make the agent?

8. Why are you doing this?

9. What is your phone number so we can contact you?

10. What is your name?

Time call received _____ **Incoming phone line #** _____

Appendix F – Prepared Statement for Public Announcements

Date: _____

Time: _____

Announcement No: _____

The Juneau Federal Building Executive Association’s Designated Official _____

has decided that because of the current _____

situation, the following action should be followed: (Select only one)

- A. Federal Employees report to work _____ hours later than normal;
- B. Federal Employees do not report to work today;
- C. Other: _____

This applies to all Federal Employees except those workers who have been previously designated as “Essential” by their agencies, and postal employees who should check with their immediate work supervisors.

NOTE TO FEDERAL AGENCIES:

Each agency is responsible for issuing standard policy to their employees concerning:

1. A situation announcement will only be issued for a “no work” or “late work” situation, for example “Report to work unless notified to the contrary”.
2. A list noting the agency’s “Essential Employees”.
3. Type and extent of leave to use during non-working hours.