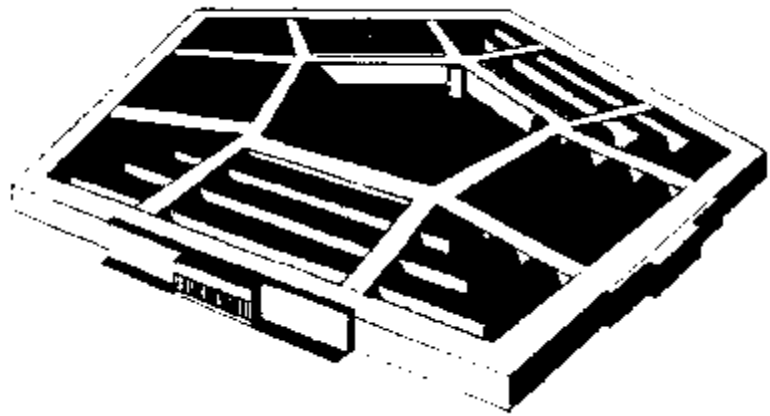


PENTAGON EVACUATION PLANNING GUIDE

Procedures maintained by the Federal Facilities Division to assist DoD components in the development of an Evacuation Plan for their spaces in the Pentagon Building to include the establishment and posting of evacuation routes and assembly points.



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***Federal Facilities Division
Pentagon Building Management Office
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Introduction

The procedures prescribed herein are designed to provide guidelines to plan an orderly and efficient evacuation of the **Pentagon Building** during all types of emergencies or disasters.

All emergencies shall be reported to the Defense Protective Service (DPS) immediately.

- **EMERGENCY PHONE NUMBER:** 697-5555
- **Emergency TDD Phone Number:** 693-7008/3394
- Non-Emergency Phone Number: 697-1001
- On-Duty DPS WATCH COMMANDER: 697-4151

The responsibility for requesting and coordinating with other emergency services agencies (police, fire, and emergency medical) has been delegated to DPS by the Director, Washington Headquarters Service (WHS).

Responsibilities

The following is a list of responsibilities and duties assigned to listed elements with regards to the implementation of the Pentagon Evacuation Plan.

Defense Protective Service (DPS)

The Defense Protective Service is responsible for the following:

- Establishing a Command Post and assigning an Incident Commander for emergency situations in accordance with the Council of Governments (COG) Mutual Aid Plan.
- Monitoring the Pentagon Building Fire Alarm System.
- Providing evacuation/relocation instructions.
- Announcing re-entry into the Pentagon Building.

Federal Facilities Division (FFD)/Pentagon Building Management

FFD Pentagon Building Management is responsible for the maintenance of the Pentagon and the operation of its support systems in order to provide a safe quality-working environment for Pentagon occupants and continuous operations their missions. The FFD Pentagon Building Manager is responsible for the following:

- Coordinating the development, update or revision, and publication of a Pentagon Evacuation Planning Guide.
- FFD Pentagon Building Manager (or designee) will respond to the DPS Command Post during an evacuation to assist the Incident Commander.
- Damage control and maintenance of the fire alarm system and other building emergency systems.
- Posting and updating Pentagon corridor and stairwell Evacuation information signs.

DoD Component occupying space within the Pentagon

The head of each DoD Component occupying space within the Pentagon Building is responsible for the following:

- Designating a primary and alternate **Agency Contact** within their organization for the purposes of establishing an Evacuation Plan for their respective building spaces. The Agency Contact will be responsible for ensuring that the agency spaces are evacuated and relaying information relative to the evacuation (problems, etc.) to the DPS Incident Commander during an evacuation.
- Assigning agency personnel to assist handicapped or physically challenged personnel within their agency during an evacuation.
- Conducting limited evacuation drills for offices within Agency spaces on an optional basis as needed.
- Ensuring that all new agency employees are briefed on the evacuation plan when hired and that all other employees are briefed on an annual basis.
- Ensuring that evacuation routes are updated and posted in all agency spaces.

Planning

The success of any evacuation procedure is dependent on careful planning prior to an evacuation. The most effective evacuation plans are generally the most simple ones. Some of the items to be considered when planning evacuation procedures are as follows:

Evacuation need

The need for an evacuation can be one of the following:

- DRILL - An evacuation drill is important in order that personnel become readily familiar with the routes and assembly points that would be used during an evacuation.
- EMERGENCY - An actual or imminent set of conditions or hazards which if not corrected or prevented could endanger Pentagon occupants. An example of this could be civil disobedience, bomb threat, gas leak, or chemical spill.
- DISASTER - Any natural or man-made event that threatens or causes extensive damage to life and or property and requires extraordinary measures to protect human life or property. Disasters could include fire, building collapse, weather, and any other hazardous occurrence of unusual or severe effect.

Evacuation Authority

The authority to order an evacuation is dependent on the circumstances and scope of the situation requiring the evacuation. Normally, the decision to activate the Pentagon Evacuation Plan is made by the Director, Washington Headquarters Service (WHS), or their designee; who is typically the on duty Watch Commander for the Defense Protective Service.

However, this does not preclude DoD Components from ordering an evacuation from their office spaces in the event of emergency. In short, common sense should prevail. Building occupants do not have to wait to evacuate.

Regardless of how the evacuation order is given, be it verbally by responding emergency personnel or by the sounding of the Pentagon Fire Alarm System, all personnel should evacuate.

Do not wait to see if the alarm is real or not. Such delays can cause life threatening time loss in the event the alarm is real. Never assume that an alarm is false. Play it safe and EVACUATE!

Fire Alarm System

The Pentagon is divided into **five separate sectors** for purposes of fire evacuation. The fire alarm pull stations are located at the building stairwell exits within each sector. When a fire alarm pull station is "pulled" or activated, it will sound a general alarm in the section of the building where the activation occurred. The five sectors are denoted by the exterior walls around the perimeter that form the five sides of the Pentagon. (Note: Pentagon renovation construction is proposed by "wedge." A wedge of the Pentagon is from the centerline of one of the five sides to the centerline of another.)

The fire alarm signal is also reported to the Defense Protective Service Communications Center which will immediately dispatch officers to the location of the alarm and contact the fire department.

The alarm starts with a high pitch whoop sound, followed by a series of voice messages. The voice message will provide specific instructions on how occupants are to respond to the event. Strobe lights will also flash in the area of the alarm.

If a person should **see or smell smoke** they should immediately notify the Defense Protective Service (**697-5555**) of the location of the smoke.

If a person should **see flames** they should immediately pull the nearest fire alarm box. If the situation permits, it would help for the person to remain in the safe area of the stairwell near the box to direct responding DPS officers to the fire. If the situation does not permit staying near the pull station, evacuate the area immediately.

Smoke and Fire Doors

Renovated portions of the Pentagon may have automatic fire, or smoke doors in hallways. In the event of a fire these doors are designed to control the spread of fire and smoke by automatically closing. These doors may be opened manually by pushing the door handle or panic bar.

Note: Exit doors with security hardware (i.e., palm readers, etc.) will allow egress to all building occupants during a fire alarm period. In order to exit, push the panic bar or exit device and wait for the timer to allow egress.

If such doors in your area do not allow egress during fire alarm practice drills, please contact FFD Building Management at 703/697-7351, the DPS Communications Center at 703/697-1001 or the Safety and Occupational Health Office (SOHO) at 703/693-3683.

Evacuation Routes

Each DoD Component is responsible for determining the **primary and secondary evacuation routes** for the spaces they occupy within the Pentagon. In addition each DoD Component is responsible for ensuring that these routes are visibly posted in the office spaces and for establishing assembly areas for their personnel once evacuation has been ordered.

The number of Agency Contacts will be dependent on the size of the DoD Component and the amount of space occupied by that agency. The following are some points to consider when establishing the evacuation routes for the Agency's building spaces:

- Location of the nearest exitway or stairwell leading from the Pentagon. (Note: The general population should never use elevators or escalators during an evacuation.)
- The number and types of handicapped or physically challenged personnel within the Agency's building areas. (Note: Special consideration must be made in order to evacuate these personnel.)
- The total number of personnel or visitors within the Agency's building areas. Once an evacuation has been ordered, how will all occupants be notified? How can it be determined if anyone was left in the building when all personnel reach the assembly point.
- The assembly point must be at least 100 feet from the exterior of the Pentagon Building for more common emergencies. Never evacuate to another portion of the building, including the center courtyard, unless previously established as an exit route or as directed otherwise by DPS during an emergency as a safe way to get to an exit from the building.
 - ☞ For evacuations caused by suspicious packages the assembly point must be at least 900 feet from building.
 - ☞ For evacuation caused by NBC (nuclear, biological, chemical) emergencies the assembly point must be at least 1,500 feet from the building.

Sheltering In Place

During the release of a chemical, biological, or threat from secondary explosions, it may be safer to remain inside the building. Depending on the nature of the hazard, the DPS may instruct occupants to either stay in their offices, or to relocate to a different, interior portion of the building.

NOTE: During the Pentagon Renovation Project there will be changes to the building exitways, ramps and stairs for several years. Construction barrier walls will be provided for protection from construction sites and redirecting access to required exits and stairs. This will require continual updates of building occupants' evacuation routes until construction is completed. The constant updating of evacuation routes is especially important in renovated areas experiencing phased move-ins.

Evacuation Route Maps

To assist Agency Contacts in developing evacuation plans and posting evacuation routes the Federal Facilities Division has included sample Evacuation Route Maps in the document. Each map shows the Pentagon divided into sectors. In each sector, stairwells leading to an exit from the building are marked with a stairwell number.

Agency Contacts should use the Evacuation Route Map that corresponds with the floor of the space being evacuated. It is recommended that several copies of this map be made in order to use as drafts when developing agency's evacuation routes. Agency Contacts should remember to post at least one map in main areas of each of their agency's occupied spaces within the Pentagon. Agency Contacts should also:

- Place the **room number** of the Pentagon space being evacuated in the area provided on the Evacuation Route Map.
- Look at the outer five walls of the Pentagon plan to determine which "**sector**" the occupied space is located within the Pentagon. Place the sector number of the space being evacuated in the area provided on the Evacuation Route Map. Sector numbers are used for locating an out of the building **Assembly Point** for each group evacuating during an emergency.
- Place the location of the outside Assembly Point for the area being evacuated in the space provided on the map. Suggestions for assembly points are also discussed later in this document.
- Place in the space provided the number of the nearest stairwell that leads to the nearest exit from the building. For areas on grade level exit floors where a stairwell is not needed simply provide **N/A** for "not applicable."
- Place the name of the **nearest exit** out of the building in the space provided. Flat arrows extending out of the perimeter of the building denote evacuation exits. Evacuation exits are generally from corridors at respective floors with doors to outside grade or terrace (i.e., 1st Floor to grade and 2nd Floor to terraces).
- Place the location of the nearest **Handicapped Evacuation Ramp** in the area provided on the map. Ramps are indicated on the Evacuation Route Maps with the letter **R** and a **number** in a circle. More information on these ramps is discussed later in this document.
- Determine a **Primary Evacuation Route** for each building area being evacuated and briefly describe in the space provided on the map.
- Determine a Secondary Evacuation Route for the same building area being evacuated and briefly describe in the space provided on the map.
- Physically walk the route(s) to determine soundness prior to posting.
- Encourage staff to walk the route(s) after posting and to provide updates of changes due to construction.

Once the information has been finalized, TYPE the information on a clean and readable copy of the Evacuation Route Map for the building space being evacuated. The Primary Route may even be highlighted in yellow on the map.

Post a copy of the completed Evacuation Route Map in a conspicuous place within the occupied building space. Do not place on a bulletin board where it might be covered up. It is recommended that the finalized map be laminated or framed before posting, otherwise it will need to be recreated every time it becomes unreadable.

Assembly Areas

Once the evacuation routes have been determined, it is equally important to tell personnel where they should assemble once evacuated. Consult with your Agency Contact for assembly points.

Emergency Procedures for Employees with Disabilities

A very important consideration when developing an evacuation plan for your building space is the number and location of agency personnel who are physically challenged or disabled. Such personnel may have difficulties in evacuating the building through the use of stairwells from the upper floors of the Pentagon. Agency Contact personnel should provide DPS with current information regarding disabled employees or visitors occupying their space.

It is recommended that two individuals be assigned to assist each disabled person (regardless if that person's condition is permanent or temporary in nature) evacuate to the first floor of the Pentagon or to an Area of Refuge. One individual will stay with the disabled person and the other assistant will alert DPS officials as to the exact location of the disabled person.

The use of the building ramps within the unrenovated areas of the Pentagon is highly recommended. These ramps are described on the maps as Handicapped Evacuation Ramps and are individually indicated by the letter **R** plus a number within a circle.

NOTE: During the Pentagon Renovation Project there will be changes to the building, including exitways, ramps and stairs, for several years. Construction barrier walls will be provided for protection from construction sites and redirecting access to required exits and stairs. This will require continual updating of building occupants' evacuation routes until construction is completed.

Evacuation from the building should be out of one of the following exits to the outside of the building. Selection should be dependent on your location within the building and the planned outside Assembly Area for your Agency space:

- **Sector 1 areas through Corridors 1 & 10 to second floor Corridor 1 entrance**
- **Sector 2 areas through either**
 - **Corridors 2, second floor South Parking Terrace Entrance or**
 - **Corridor 3, first floor South Parking Entrance.****(This sector will be affected by Wedge 1 construction)**

- **Sector 3 areas through either**
 - **Corridor 4 first floor entrance or**
 - **Corridor 5 first floor entrance**(This sector will be affected by Wedge 1 and Wedge 2 construction)

- **Sector 4 areas through either**
 - **Corridor 6 second floor Mall Terrace entrance or**
 - **Corridor 7 second floor Mall Terrace entrance**(This sector will be affected by Wedge 2 and Wedge 3 construction as well as construction around the Mall Terrace such as resurfacing of the terrace, Basement Segment 3 work and the New Remote Delivery Facility).

- **Sector 5 areas through either**
 - **Corridor 8 first floor entrance or**
 - **Corridor 9 second floor River Terrace entrance**

A&E Drive should be used only as a last alternative and with extreme caution as Fire and Rescue equipment will be responding to the Pentagon through this entrance. Also use of the center courtyard should so only be used as an alternative way to get to these locations rather than the interior roadway.

Areas of Refuge for the Disabled

In the renovated Pentagon for spaces without a grade level exit to the outside of the building there will be safe **Areas of Refuge** provided for disabled building occupants. These areas will be accessible to disabled occupants who are accompanied or not accompanied by individuals assigned to assist them during building evacuation. These designated areas of refuge will be near or inside exit stairwells and are indicated on the maps with the letters **AR** plus a number within a circle. These areas will provide an area of safe refuge until rescue personnel can evacuate disabled occupants to assembly areas outside of the building.

NOTE: During the Pentagon Renovation Project there will be changes to the building, including exitways, ramps and stairs, for several years. Construction barrier walls will be provided for protection from construction sites and redirecting access to required exits and stairs. This will require continual updating of building occupants' evacuation routes until construction is completed.

Evacuation

If the above Planning has taken place Pentagon Occupants should now be aware of which routes are established for their evacuation from the Pentagon and where they should assemble in response to an alarm.

Regardless of how the evacuation is ordered the following should be understood by all Pentagon occupants:

- **STOP WORK**--The safety of life is the primary concern during an evacuation.
- **SECURE MATERIALS**--Or take it with you if you can't secure it. If it is a bulky item leave it. It is not worth a life.
- **EVACUATE**--Do not wait until you see Police and Fire services responding. If an alarm goes off, it doesn't matter if it is real or not, evacuate. Agency Contacts should make sure that their building spaces (including restrooms in the vicinity) are cleared and once at the assembly area get word to the nearest DPS Officer of any problems encountered.
- **FOLLOW DIRECTIONS**--Evacuation Routes and Assembly Areas should already be known by periodic reminders and drills as well as posted within the office space. Should a fireman or a police officer give you directions, follow them.
- **TAKE ONLY WHAT YOU NEED**--Take only your coats and purses. Do not take briefcases or other materials. They will be a hazard in the evacuation.
- **USE STAIRWELLS ONLY**--Never use elevators or escalators during an evacuation unless that is absolutely the only way out. Stay in the center of the stairwell.
- **REMAIN CALM--DO NOT PANIC.**
- **GET OUT OF THE BUILDING**--What may seem safe at the moment could be a trap very quickly. Get away from the building. Besides being in danger, you could also be hampering any ongoing rescue attempts.
- **GO TO YOUR ASSIGNED ASSEMBLY AREA**--Regardless of where you are in the building when an evacuation is ordered, go where you can be counted.
- **ADVISE DPS**--Agency Contacts should advise the Defense Protective Service if any persons are missing.
- **DO NOT RE-ENTER UNTIL AUTHORIZED.**

To assist Agency Contacts in briefing their personnel on the above the Defense Protective Service has created a handout entitled "Pentagon Building Security & Emergency Procedures Guide" that can be used in conjunction to this publication and distributed to your personnel.

Comments by building tenants regarding events leading to emergency evacuations should be withheld from media personnel. Media personnel may be directed to the Office of the Assistant Secretary of Defense (Public Affairs) (OASDPA) for official statements.

Building Re-Entry

Authorization to re-enter the Pentagon will be determined by the Incident Commander. It will be relayed to assembly points by the Defense Protective Service using the Public Address (PA) equipment on-hand. This could be the PA system in DPS Police Cruisers or hand held bull horns.

Depending on the nature of the emergency certain portions may be allowed re-entry and will be announced to the Assembly Areas. If a portion of the building cannot be re-entered this information will be announced to the appropriate Assembly Areas.

Once this information has been announced it is safe to return to the building, only those areas receiving the announcement may return to work.

Weather Emergencies

Flooding - In the event of a flood in or around the building, occupants should evacuate to the upper levels of the building. Do not leave the building. Do not drive, or wade through moving water.

Lightning - During a severe lightning storm avoid the use of electrical appliances, including telephones. Stay inside, away from any open windows or doors, until the storm has passed. If you are outside stay away from tree lines, metal fences and flag poles. Seek shelter in the nearest building or your automobile.

Tornadoes/Hurricanes — Do not leave the building during a tornado or hurricane. Occupants should evacuate to the lower, interior portions of the building and avoid exterior doors and windows.

Technical Disasters

Power Failure — In the event a prolonged power failure occurs in your area contact the PBMO for specific guidance. During power failures, emergency lighting provides adequate illumination to safely evacuate. Because some areas contain battery powered emergency lighting the duration of egress lighting may be limited.

Flooding or Water Damage — Depending on the severity of water damage and type of electrical equipment maintained in the area it may be necessary to evacuate the area. In the event that water infiltrates your area (and you feel it is safe to do so) power down your electrical equipment. Do not touch any wet equipment or power cords, and avoid contact with water.

Hazardous Materials and Fumes — In the event of an accidental release of hazardous materials or fumes, tenants should clear the area and if necessary evacuate the building. If conditions are serious enough to warrant the evacuation of adjacent offices, utilize the closest fire alarm pull station. Once you have reached a safe area, contact the DPS.

NBC Emergencies (Nuclear, Biological, Chemical)

A NBC Emergency is defined as an actual or imminent set of conditions in which radiological materials (nuclear), biological agents, or chemical agents are introduced by any means into any given area. The Defense Protective Service has the capability to detect nerve and blister agents, and gamma or neutron radiation. In addition the DPS has developed a response plan for such an emergency entitled the 10-90 Gold NBC Response Plan. If you suspect that an NBC emergency has taken place you should do the following:

- Report any suspicious activity (apparent mass casualty situation, vehicles spraying mists, etc.).
- Standby to receive instructions to evacuate your office area. Evacuation during this type of emergency differs from evacuation procedures for fire. Employees should not immediately exit the building. Building employees will be advised by a public address system or by DPS police officers to go to a specified safe area. The relocation area could be inside the building.
- If it is suspected that you have been exposed to chemical agents, you must be decontaminated, to include the removal of outer clothing and being washed down with at least water.

Receiving A Threat

When receiving a threat, including a bomb threat, extortion threat, or threat from a mentally disturbed individual, remain calm, listen carefully, and contact the Defense Protective Service immediately.

- Complete a threat information checklist as soon as possible. A checklist has been included at the end of this handout.
- Report any suspicious packages to the Defense Protective Service immediately. Do not move or touch the package. The offices surrounding the immediate area of the package may need to be evacuated.
- When receiving a threat in the mail, limit the number of persons who have touched the letter to an absolute minimum. This will help preserve the item as evidence so that it can be processed for fingerprints, etc.
- When receiving a threat by a person present in the office, activate the duress alarm if available. If no such alarm is available call or have another person call DPS (697-5555).
- DPS will immediately dispatch a police officer to your location.

Explosions

In the event of an explosion, evacuate the area and contact DPS.

Final Note

The quality of the evacuation plan for your personnel rests in how seriously you take the responsibility assigned to you. The key points in summary are as follows:

- Determine Evacuation Routes and Assembly Points
- Post evacuation routes conspicuously in each Office
- Brief all personnel in your Agency on an annual basis and new personnel when they come on board.
- Conduct as many evacuation drills for your offices as needed to ensure that all personnel know what to do.
- Review and if necessary update evacuation routes at least annually. This will be particularly important during the renovation of the Pentagon.
- The preservation of life takes priority over any other consideration.

NOTE: During the Pentagon Renovation Project there will be changes to the building exitways and stairs for several years. Construction barrier walls will be provided for protection from construction sites and redirecting access to required exits and stairs. This will require constant update of building occupants' evacuation routes until construction is completed.

The Federal Facilities Division hopes this material has been informative and helpful.

If you have any questions or need assistance in developing your evacuation plan, please do not hesitate to contact FFD Building Management at 703/697-7351, DPS at 703/614-6382 ext. 161, or the Safety and Occupational Health Office (SOHO) at 703/693-3683.

Additional copies of this document can be obtained from DPS or the FFD Pentagon Building Management Office.