



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 3900.6A

8-17-88

Subject: OCCUPANT EMERGENCY PROGRAMS FOR DEPARTMENT OF TRANSPORTATION
HEADQUARTERS BUILDINGS IN WASHINGTON, D.C.

1. PURPOSE. This Order provides the guidelines and procedures for establishing Occupant Emergency Plans for evacuating the Department of Transportation (DOT) headquarters buildings in Washington, D.C., in the event of an emergency which threatens the safety of building occupants.
2. CANCELLATION. DOT Order 3900.6, Occupant Emergency Programs for DOT Headquarters Buildings in Washington, D.C., dated 9-24-80.
3. REFERENCES.
 - a. Federal Property Management Regulation (FPMR), Subpart 101-20.5, Physical Protection (41 CFR 101-20.500), assigns to the primary occupant agency in each Federally-occupied building the responsibility for developing an Occupant Emergency Program and Plan, establishing and staffing an Occupant Emergency Organization, and executing the plan in an emergency. It also assigns to all other occupant agencies in each building responsibility for cooperating in the development and operation of the plan.
 - b. Occupant Emergency Program Guide, September 1980, published by the General Services Administration (GSA), Office of Federal Protective Service Management, provides guidelines for developing and maintaining an Occupant Emergency Plan.
 - c. GSA Bulletin FPMR D-196, Occupant Emergency Plans for Using Elevators to Evacuate Handicapped Persons, provides guidelines for evacuating handicapped persons.
4. DEFINITIONS. The following terms are used in this Order.
 - a. Emergency. An urgent occurrence requiring immediate action which might involve bombings, bomb threats, civil disturbances, fires, explosions, floods, electrical power failures, hostage situations, medical emergencies, hurricanes, tornados and earthquakes, or other natural disasters or accidental human-caused disasters. The term does not apply to emergency preparedness as related to civil defense matters such as potential or actual enemy attack.
 - b. Occupant Emergency Program. An organized and systematic set of emergency response activities involving building occupants to minimize injury and loss of life during emergency situations.

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OPI: Office of Administrative Services
and Property Management

- c. Occupant Emergency Plan. The methods and procedures to be used for evacuation and protection of personnel during an emergency in or near a particular building.
 - d. Occupant Emergency Organization. An organization of employees in a specific building designated to carry out the requirements of the Occupant Emergency Plan.
 - e. Primary Occupant Agency. The DOT organization having the largest number of employees in a building.
 - f. Designated Official. A high-ranking official of the primary occupant agency of a headquarters building who is responsible for the Occupant Emergency Program.
 - g. Occupant Emergency Coordinator. Assists the Designated Official and has full authority to direct emergency operations in the absence of the Designated Official.
5. DESIGNATED OFFICIALS. The Designated Officials for the Washington headquarters buildings are:
- Nassif Building - Assistant Secretary for Administration
- Federal Building 10A - Associate Administrator for
Administration, Federal Aviation
Administration
- Transpoint Building - Chief of Staff, U.S. Coast Guard
6. RESPONSIBILITIES.
- a. The Assistant Secretary for Administration, in addition to being the Designated Official for the Nassif Building, shall be responsible for:
 - (1) Overall coordination of the Occupant Emergency Programs for all headquarters buildings.
 - (2) Approving the Occupant Emergency Plans for all headquarters buildings in Washington, D.C.
 - (3) Providing support to the overall program as necessary.
 - b. The Designated Official shall be responsible for preparing the building's Occupant Emergency Plan and keeping it updated, staffing the Occupant Emergency Organization, including Floor Warden Teams, training the Occupant Emergency Organization, ensuring that building occupants are familiar with the emergency evacuation procedures, and directing emergency operations.

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- c. The Occupant Emergency Coordinator shall be responsible for assisting the Designated Official and taking on the Designated Official's responsibilities in his/her absence.
- d. The Occupant Emergency Organization, under the direction of the Designated Official, shall be responsible for carrying out all emergency operations and assisting in the safe and orderly evacuation of building occupants.
- e. The building occupants shall be responsible for:
 - (1) Evacuating the building upon sounding of the alarm signal or upon being informed by the Floor Warden and for following Warden instructions.
 - (2) Properly protecting classified material and disconnecting electrical equipment prior to evacuating the building provided circumstances permit.
 - (3) Remaining in the designated assembly area until after evacuating the building unless otherwise instructed by Wardens.

7. BUILDING EVACUATIONS AND RELEASE OF EMPLOYEES.

- a. The Designated Official in each building has the authority to evacuate the building in emergency and life-threatening situations. The Assistant Secretary for Administration shall be consulted in advance of an evacuation, if time permits, or shall be notified as soon as possible after the evacuation has been started. When the Assistant Secretary for Administration cannot be reached, the Director of Administrative Services and Property Management (M-40) shall be contacted.
- b. The Designated Official shall contact the Office of the Secretary (OST), Office of Security (M-70) immediately for consultation and assistance in deciding whether the building should be evacuated when a potential emergency involves a bomb threat. When a potential emergency arises because of a building systems failure, the Office of Administrative Services and Property Management (M-40) shall be contacted.
- c. Designated Officials are not authorized to release employees from work. This must be done by the Assistant Secretary for Administration in consultation with the Heads of the Operating Administrations.

8. OCCUPANT EMERGENCY PLANS. The Designated Official shall provide the resources for preparing the Occupant Emergency Plan. The plan shall be prepared using the guidelines described in paragraph 3b. The plan will be updated annually after the Assistant Secretary for Administration issues an annual call for the update. The Office of Administrative Services and Property Management (M-40) will review the updated plans. Sufficient copies of the approved plan will be provided to the Designated Officials for distribution to all officials and the Occupant Emergency Organization including each Floor Warden.
9. OCCUPANT EMERGENCY ORGANIZATION.
 - a. The Occupant Emergency Organization for each building consists of a Command Center Team, which directs emergency operations from the Command Center, and Floor Warden Teams which, for the most part, carry out the Occupant Emergency Plan.
 - b. The Command Center Team should include the Designated Official, Occupant Emergency Coordinator, Floor Warden Team Coordinator, Damage Control Coordinator, Medical Coordinator and may include Administrative Officers and Technical Advisors. The number and type of positions in the organization depend upon the needs of the particular building, considering such factors as structural features, hazardous exposures and staggered duty hours. The required positions and names of personnel assigned will be specified in the Occupant Emergency Plan for each building. The principal positions in the Occupant Emergency Organization should be staffed from the primary occupant agency. The responsibilities of the Command Center Team are described in the Occupant Emergency Guide listed in paragraph 3b.
 - c. As a general rule, the positions in the Occupant Emergency Floor Warden organization will be staffed with principals and alternates. Consideration should be given to seeking volunteers for the Floor Warden organization. Personnel assigned should have workstations convenient to their emergency duty posts, be in good physical condition and be full-time employees whose duties do not require frequent absences from their workstations. Alternates should have workstations near their principals to permit prompt assumption of responsibility in emergencies. The appointments must be made on the basis of leadership ability, reliability and good judgment.
 - d. Supervisors should notify the Occupant Emergency Coordinator of the imminent departure of an employee with a Floor Warden assignment. Separation clearance procedures should also include a "sign off" to ensure that such employees are identified and that all issued equipment is returned.

10. EVACUATION OF THE HANDICAPPED. A major problem confronting the Occupant Emergency Organizations is how to safely evacuate persons with limited mobility such as the handicapped and others with medical conditions in emergency situations when elevators cannot be used. Specific procedures should be included in the Occupant Emergency Plan for quickly evacuating the handicapped based on paragraph 3c. and any other pertinent criteria.
11. TRAINING. The members of the Occupant Emergency Organization must be trained in order to be proficient at their assignments and employees must have knowledge of the plan and the hazards to which they may be exposed. The Designated Official is responsible for this training as indicated in paragraph 6b., including its budgeting; however, the Office of Administrative Services and Property Management (M-40) is also available to provide assistance such as preparing a training plan and recommending training materials.
12. DRILLS. Evacuation drills will be held at least once annually in each building, during National Fire Prevention Week, to determine the effectiveness of the emergency procedures and to familiarize building occupants and wardens with them. The Office of Administrative Services and Property Management (M-40) will plan and coordinate the drills with the Designated Officials and the OST Director of Security (M-70). The drills will also be coordinated with the GSA Federal Protection Services Control Center and the D.C. Fire Department.

FOR THE SECRETARY OF TRANSPORTATION:



Jon H. Seymour
Assistant Secretary for
Administration