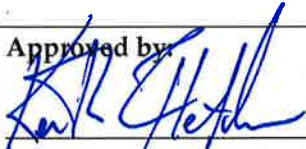
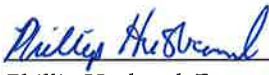


District of Columbia Department of Health <h2 style="color: #4F81BD;">Emergency Response</h2>		PROCEDURE 310.000 Implementing Office: Office of the Director Training Required: Yes Originally Issued: Revised/Reviewed: MAY 16 2008
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: MAY 16 2008 Valid Through Date: MAY 16 2008

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42.
II. Reason for the Policy	Clear expectations and documentation are required to ensure employees follow the procedures and plans that are outlined in the Emergency Response Plan (ERP) during an exercise. The Emergency Response Plan will outline plans and guidelines for an active shooter situation, emergency evacuation, and natural disaster response.
III. Applicability	This SOP applies to all DOH employees, contract employees, interns, volunteers, summer youth employees and federal employees assigned to DC Health (referred to collectively herein as "employees" or "DC Health employees.")
IV. Policy Statement	<p>The management of all activities related to building evacuations is part of the DC Health Risk Management portfolio. The DC Health Risk Manager is responsible for the implementation of this SOP. The DC Health Risk Manager is also responsible for all regular and ad hoc reporting to the District of Columbia Office of Risk Management (ORM) and District of Columbia Fire and Emergency Medical Services (FEMS).</p> <p>The DC Health Risk Manager is responsible for the development of the DC Health Emergency Response Plan (ERP), and ensuring this document is updated annually. The DC Health Risk Manager is also responsible for ad hoc updates to the ERP as warranted. All content in the ERP shall be considered official guidance for conduct in an emergency drill or actual emergency.</p>

Every Senior Deputy Director (SDD), or designee, will designate a Floor Captain for administration personnel on each floor it occupies. If more than one administration is present on a floor, a Floor Captain will be designated by each administration on that floor. The SDD, or designee, will also designate all Zone Monitors for his/her administration.

Floor Captains are their administration's liaisons to the DC Health Risk Manager on all matters related to emergency response. Floor Captains are required to attend all meetings of the Risk Assessment and Control Committee (RACC). Floor Captains are required to disseminate all pertinent information to Zone Monitors promptly upon receipt, including revisions to the ERP.

Within five business days of a new employee onboarding, it is the responsibility of the Floor Captain to provide a copy of the ERP and orient the employee to all safety exits and routes. The DC Health Risk Manager will make the respective Floor Captain aware of the new employee status. Floor Captains are responsible for apprising their SDD, as well as the DC Health Risk Manager, of any need for a new Zone Monitor due to an employee leaving the agency, an employee relinquishing the Zone Monitor position, or a significant change in the DC Health space plan necessitating a new assignment.

All employees must have a Zone Monitor assigned to them. Any office suite set off from the rest of the floor by a doorway must have a dedicated Zone Monitor. The number of Zone Monitors needed to serve employees whose official duty stations are in open areas shall be at the discretion of each SDD.

When an employee receives an assignment to be a Floor Captain or Zone Monitor, the DC Health Risk Manager is responsible for providing an initial training to orient him/her to the responsibilities of the position. Additionally, the DC Health Risk Manager is responsible for facilitating a semi-annual re-training for all Floor Captains and Zone Monitors. If additional trainings related to emergency preparedness and response (e.g. active shooter training) are offered to Floor Captains, Floor Captains are encouraged to disseminate course materials to Zone Monitors, and other individuals within their assigned area. Each Floor Captain shall issue a brightly-colored vest to the Zone Monitors for his/her administration so they are easily identifiable during an evacuation.

A Zone Monitor is responsible for facilitating the prompt evacuation of all employees within his/her assigned area during a drill, or evacuation prompted by a real safety concern.

Each Floor Captain shall assign (with guidance from the DC Health Risk Manager) Zone Monitors for his/her administration to a specific outdoor meeting place where they will convene employees they have assisted in evacuating. The Floor Captain may assign different Zone Monitors to different specific locations to ensure an orderly evacuation.

Employees are prohibited from taking elevators during any building evacuation. Employees not on the ground floor when the evacuation commences are required to use stairwells to reach the ground floor and exit the building.

Employees who are substantially limited in navigating stairs due to a disability may self-identify to his/her Floor Captain. These individuals will be instructed to utilize a safe space in the building during an emergency where they will receive priority response from first responders. Each Floor Captain shall compile a list of these identified employees and report this to the DC Health Risk Manager. This list will be securely stored, and communicated only to first responders in the event of an actual emergency. The ERP must include content ensuring that individuals in safe spaces are attended to promptly. Insights from drills and simulations, coordination with first responder agencies, and emerging best practices shall inform regular revisions of the ERP to maximize the efficacy of response.

Each individual assigned to a safe space shall coordinate with his/her Floor Captain to identify a co-worker who will voluntarily serve as a support during an evacuation. Every employee assigned to a safe space must have a voluntary support in place. An employee may only serve as a voluntary support to one safe space assignee. The Floor Captains shall provide the DC Health Risk Manager the names of all individuals assigned to a safe space within their assigned areas. The DC Health Risk Manager will maintain a list of all individuals assigned to a safe space and the names of their voluntary supports in the ERP.

	<p>During an evacuation, the employee and his/her voluntary support shall move together to the safe space and remain there until the conclusion of the evacuation. In the case of a drill, everyone will remain in the safe space until notified that the drill has concluded. In the case of an actual emergency, everyone will remain in the safe space until first responders arrive to assist.</p> <p>During an evacuation, every employee, other than those in a designated a safe space will proceed in an orderly manner to his/her assigned outdoor meeting place. Employees may not remain in the building, or go anywhere other than the assigned outdoor meeting place. All employees will check in with their assigned Zone Monitor. All employees will remain at the assigned outdoor meeting place until further instructions are received.</p> <p>The Office of Facilities Management shall coordinate with the property managers of all DC Health buildings to ensure that those buildings are fully compliant with all laws and regulations and building-specific procedures governing emergency preparedness. This includes, but is not limited to: ensuring that fire extinguishers, emergency lighting, and exit signage are present and operational. The Office of Facilities Management shall coordinate with the property managers of all DC Health buildings to ensure that these items are tested at recommended intervals.</p> <p>The DC Health Risk Manager will coordinate with Floor Captains to ensure all employees are aware of both their assigned Zone Monitor and outdoor meeting place.</p> <p>Any employee in violation of this SOP may be subject to commensurate disciplinary action up to and including termination.</p>
<p>IV. Definitions & Acronyms</p>	<p>ERP- Emergency Response Plan</p> <p>Evacuation- The urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat or a hazard to lives or property. For the purpose of this SOP, this term also refers to vacating the building for a drill or simulation.</p> <p>Official Duty Station- The physical location where an employee is required to perform the official duties of his or her position.</p>

	<p>ORM- District of Columbia Office of Risk Management</p> <p>RACC- Risk Assessment and Control Committee</p> <p>Safe Space- An area of the building designated as a shelter for individuals who, due to a mobility impairment, are unable to promptly evacuate during an emergency drill, or actual emergency.</p> <p>SDD- Senior Deputy Director</p> <p>Space plan- A diagram of all spaces occupied by DC Health employees listing each employee's official duty station. The space plan is developed and maintained by the DC Health Office of Facilities Management.</p>
<p>VI. Procedures</p>	<p>Please refer to the most recent release of the Emergency Response Plan (ERP) for specific procedural language.</p>
<p>VII. Contacts</p>	<p>DC Health Risk Manager</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>None</p>