



## The Maryland National Capital Park and Planning Commission

### **Wheaton Headquarters**

2425 Reedie Drive, Wheaton, Maryland 20902

Phone: 301-670-8100

Date Updated 6-2020

## **EMERGENCY ACTION PLAN**

### **A. Purpose:**

To provide a comprehensive emergency action plan for all Commission employees, located in the Wheaton Headquarters building.

### **B Standard Means of Reporting Emergencies**

#### **1. Report all emergencies immediately**

##### **Emergency Telephone Numbers:**

Fire Department:	<b>9-911</b>
Rescue Squad:	<b>9-911</b>
<b>Prince George's County Park Police:</b>	9-301-459-3232
<b>Montgomery County Park Police:</b>	9-301-949-3010

2. Emergencies are defined as those situations that include - **Fires, Tornado Warnings, Explosions, Life safety issues, Crime in progress, Bomb threats, Hazardous Chemical releases.**
3. For fire and other emergencies that require quick evacuation of the building activate the fire alarm pull stations, located throughout the building.
4. Floor Safety Coordinators and the Alternate Floor Safety Coordinators are also equipped and trained with whistles for back-up emergency notification as well as an alternate system if needed.

### **C. Evacuation Guidelines**

Emergency escape procedures and route assignments have been provided to each employee. All employees shall receive training in the correct evacuation procedures to follow in the event of an emergency. All new employees shall receive the emergency evacuation training upon their arrival. Evacuation routes are posted on each floor outside the elevators. (Please make site-specific).

##### **Exit Pattern:**

**The following is to be used as an example only. Each facility should have its own exit pattern.**

1. Employees located on the second(2<sup>nd</sup>) through fourteenth (14<sup>th</sup>) floor should exit through the closest exit door.
2. Employees located on the second, third and fourth floors should exit the building through the exit stairwell closest to their office or current location.

**Exit stairwells** are located on the NORTH and SOUTH sides of the building. Each employee should be familiar with the Emergency Exits. See the emergency evacuation plans located on each floor.

**Meeting Place:**

1. After exiting the building, all employees are to gather on the South side / in the plaza area away from the building.
2. Evacuation coordinators are to take a head count, and report any missing or unaccounted for persons

**D. Evacuation Guidelines for People with Disabilities**

1. **Blind and Visually Impaired:** may require guidance or assistance to the primary or to a secondary exit and to the meeting place.
2. **Deaf/Hearing Impaired:** may not realize the evacuation alarm is sounding. Some may require alerting and guidance to the primary or secondary exit and to the meeting place.
3. **Mobility Impaired and for people who use wheelchairs:**

Evacuation from basements or upper floor can be difficult **because the elevators cannot be used** during an emergency. Three courses of action are possible.

- a. Proceed to an enclosed, safe, fire rated stairwell and wait for assistance. Their location must be reported to the fire department / park police immediately.
- b. Remain in the room. If the hazard is not near the location and the room is well constructed, this may be a feasible choice. Their location must be reported by contacting the fire department / park police immediately
- c. Be assisted in using the stairs or ramps to evacuate. Great care must be taken in moving a person who uses a wheelchair or who is mobility impaired.

**E. Employee Accountability Procedures after Evacuations**

Floor Safety Coordinators and the Alternate Floor Safety Coordinators are responsible for conducting a floor sweep and accounting for all assigned employees through an assembly at the prearranged meeting place. Each employee is required to check in with the floor Safety Coordinators or alternate once they arrive at the designated meeting place.

All floor safety coordinators and alternates are required to report their head count and sweep check to the Emergency Evacuation Plan Captain.

**F. Rescue and Medical**

The Park Police and the Montgomery County Fire Department will provide rescue and medical duties.

**Please note:** Persons trained in First Aid/CPR may provide Emergency Medical assistance to others in distress

**G. Alarm System**

Alarm systems for notifying employees in case of an emergency are:

**For Building Evacuation**

1. Pull alarm – **Fire emergencies / Evacuations only**
2. The Emergency Coordination/Action Team
3. Manual – E.g. Verbal, Whistle, Megaphone, (or other device/apparatus)

**For Shelter in Place**

1. The Emergency Coordination/Action Team (verbal/telephone/email commands)

**H. Emergency Shutdown Procedures (Equipment shutdown)**

During some emergencies it may be necessary for some specifically assigned and properly trained employees to remain in the building during an evacuation to perform critical operations. These assignments may be necessary to ensure proper emergency control. **Please refer to the following table as an example only. Each facility coordinator should determine whether equipment shutdown may be required at their facility.**

**Table –1** describes the operations, procedures, locations and personnel required for critical operations to be performed before the assigned personnel evacuate during emergency situations. **Please note that no one will be required to risk their life to perform equipment shutdown.**

**Table –1** (e.g. only, please make site-specific)

Machine or Process to be shut down	Location of turn-off	Description of the shut-down	Person responsible for the shut-down
Electrical Service	Electrical Room	Complete shut down of the electrical service	Ron Turner
Air handling system	Mechanical room, rooftop	Complete shut down of ventilation and exhaust	Ron Turner
Computer systems	NA	NA	NA

**I. General Guidelines**

1. Whenever the fire alarm sounds, **all employees are to immediately proceed to the closest/or most accessible exit from their location.**
2. All employees shall walk not run while exiting the building
3. **DO NOT USE THE ELEVATOR WHEN EVACUATING THE BUILDING**
4. The last person to leave a room should close but not lock, the door upon leaving.
5. Stair chairs are located on the even number floors in the South stairwell. **(See the signs or check with evacuation coordinators for the location of stair chairs).**
6. Floor Safety Coordinators should assist persons with disabilities into stair chair if necessary and take them to the stair well ("**Area of Refuge**"). Once in the stairwell the evacuation from the building can continue either by a floor safety coordinator or the fire department.
7. The names and specific locations of those personnel with disabilities shall be provided to the Fire Department.

8. Each Floor Safety Coordinator will be responsible for ensuring that those individuals with disabilities are evacuated.

**Stranded Employees:**

1. Employees unable to reach or enter the stairwells should retreat to an outer office (close to a plate glass window) and use the telephone to contact the Fire Department at 9-911, report your location and hang an article of clothing or other item in the window to attract attention. **(DO NOT ATTEMPT TO OPEN OR BREAK A WINDOW, EXCEPT AS A LIFE-SAVING RESORT).**

**J. Fire Alarm System:**

The fire alarm system includes pull stations located throughout the building. If there is an emergency requiring evacuation of the building, then the alarm pull station should be pulled thus sounding the building alarm. The alarm system is connected to the Park Police. The Park Police contact the Fire Department to report the alarm. The fire department should also be contacted directly to report the fire alarm, in case the automated communication system does not work properly.

**Any employee who activates the fire alarm system shall notify the Evacuation Captain / Primary Evacuation Coordinator or the Alternate, of the location of the activated pull station.**

**K. Fire/Emergency Drills:**

Periodic random emergency drills will be conducted and observed by members of the Emergency Evacuation Team. The drills will be planned and pre-announced to the Park Police. The drill will be initiated by manually activating the building alarm system or back-up alarm system. Participation in an emergency evacuation drill by persons in the building is **MANDATORY** whenever the alarm sounds (except for an announced test).

**All building occupants and visitors are expected to evacuate the building when the fire alarm sounds.**

**Employees should assist all visitors in the safe evacuation of the building.**

**L. Media Information:**

All press inquiries news releases and information bulletins regarding any emergency or evacuation of the facility/Building should be coordinated with Kristi Williams **301-495-2584** and Bridget Broullire **301-495-4507**.

**Please verify and include the correct name and number for your county and division.**

**M. Emergency Action Team Members - Individual/Specific Responsibility:**

Persons will be assigned to fill the following positions. An adequate number of alternates should be designated for each duty to ensure the positions will be filled during normal office hours:

➤ **Emergency Evacuation Plan Captain (EEPC)/Primary Emergency Coordinator (PEC)**

The EEPC/PEC shall have the responsibility of coordinating evacuation efforts with the assigned Floor Safety Coordinators. Whenever the building is evacuated, the EEPC/PEC is to report to a designated area outside the building and receive reports from the floor

safety coordinators and relay this information to the Fire Department officer-in-charge and the Park Police. The EEPC/PEC will designate alternates for the Emergency Evacuation Team.

➤ **Floor Safety Coordinators / Evacuation Coordinators:**

Each Floor Safety Coordinator will be named by their respective Department. Criteria is that such persons be located in the office/facility most of the time. They should be persons who are quite familiar with the occupants of each floor/the building. When the primary floor safety coordinator is on leave, the alternate automatically becomes the primary, and he/she names a temporary alternate. All of this should be determined **BEFORE** an emergency occurs.

Floor Safety Coordinators **DIRECT** people on how to exit the building calmly and quickly. They conduct a floor sweep to assure no one else is left on their respective floor **BEFORE** exiting the building themselves - they should be the last person to leave the floor via the assigned stairway(s). Floor Safety Coordinators will also assist persons with disabilities in exiting the building. Once outside, the Coordinators shall immediately report to the meeting place with the rest of their unit to take a head count. After this is done, the Safety Coordinators shall immediately report this information to the official in charge of the fire/rescue team, and shall report if any individual(s) is unaccounted for and may have been left in the building. Once the fire/rescue team has been informed, all Floor Safety Coordinators shall immediately report to the EEPC/PEC, for further instruction. (See attached list for floor safety Coordinators and Alternates, and meeting locations).

➤ **Alternate Floor Safety Coordinators:**

Each Alternate Floor Safety Coordinator shall be designated in advance **BEFORE** an emergency happens, and automatically becomes the primary if the designated primary is away from the office, on leave, or simply unavailable, etc. In this case, the original alternate will then assign a temporary alternate.

- Once the building alarm has sounded, Floor Safety Coordinators should move toward the closest exit, checking the areas as they go. Checking should consist of looking into any work areas they pass by, calling out to alert the areas' occupants of the alarm, and closing doors before they move on. **Again, in the event of a bomb threat or device, all doors should be left open when leaving.** The same protocol should be followed for checking restrooms while enroute to the exits. Floor Safety Coordinators will then go to the designated stairways in the building, from where they may render further assistance to distressed persons, ultimately exiting.

**N. Training**

All employees shall receive training in the correct evacuation procedures to follow in the event of an emergency. New employees shall receive emergency evacuation training upon their arrival. Emergency Action Team members shall be trained and assigned to assist in the safe and orderly evacuation of other employees.

Training for the emergency action team is to be provided when:

1. The plan is initiated
2. The employee's responsibilities under the plan change
3. First assigned or transferred
4. The plan is changed

**O. Hazardous Materials Incident**

Hazardous material emergencies fall into two primary types. One is an incident that occurs outside and near the facility/building. The other type is an incident that occurs inside the facility/building.

**1. Hazardous Material Incident Outside and Near the Building:**

The release of hazardous materials during a transportation accident or other circumstances resulting in the need for immediate sheltering within the facility. Emergency shutdown procedures for the air handling system as well as the special procedures for the closing of external air sources shall be conducted. **The Risk Management and Safety Office shall be notified immediately at 301-454-1781, 1693, 1699, 1682 or 1681**

**2. Hazardous Material Incident Inside this Building:**

This response will vary according to the assessed danger. The incident and situation will be reviewed and the appropriate course of action will be taken to assure the safety of the occupant of the building. **The Risk Management and Safety Office shall be notified immediately at 301-454-1781, 1693, 1699, 1682 or 1681**

**P. Bombs and Bomb Threats**

**Receipt and dissemination of Information**

The following actions are recommended be taken immediately when a bomb threat is received by telephone.

**(Please note that no one is expected to place themselves at risk to obtain any information).**

**Receipt of Information:**

1. Obtain as much information as possible about the caller.
  - a. Write down the exact wording of the threat
  - b. Was the caller male or female?
  - c. Race, nationality, accent, age?
  - d. Voice characteristics and pitch?
  - e. Background noises?
  - f. Length of call?
  - g. Telephone number it was received from?
  - h. Other comments
2. Identify the person receiving the telephone call.

**Additional Information:**

- The investigation of a bomb threat is the responsibility of the Park Police.
- The *disposal* of an **actual** or **suspected** bomb device is the responsibility of the Fire Department.
- In the event a bomb threat is received by an employee the following actions should be taken:

- The person receiving the call should keep the caller on the line and attempt to learn as much of the following as possible:
- At the same time, alert another person to call the Park Police at **301-949-3010** to report the threat.
- The Park Police will respond to coordinate a search of the building. They will want to interview the person receiving the call, and will need the assistance of persons familiar with the building to conduct the search.
- Evacuation of the building is **MANDATORY**.
- The Fire Department will respond and dispose of confirmed or suspected devices.
- In the event the bomb threat is received at an outside agency (e.g., by the police), the *building manager* will be notified and the Park Police will respond.
- Once exiting the building, all evacuees shall maintain a minimum distance of 600 feet from the building. All staff are to immediately report to the designated meeting place:\_\_\_\_\_.

- ❑ Record all information if you receive a bomb threat call.

**BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT.  
RECORD EXACT WORDS OF CALLER.**

- ❑ Note caller's ***voice characteristics*** and any ***background noises*** heard (i.e., male/female, crying/irrational, raspy, incoherent, well spoken, use of slogans, speech impediment, angry/calm, rapid/slow, taped, loud/soft/normal, language characteristics, excited, foul language, laughter, accent, disguised, street noises, aircraft, train, music, animal noises, voices, static, dishes, PA system, motors, machinery, church bells, office machines, etc.)

- ❑ Questions to Ask:

a. When is the bomb going to explode? \_\_\_\_\_

b. Where is the bomb? \_\_\_\_\_

c. What kind of bomb is it? \_\_\_\_\_

d. What does the bomb look like? \_\_\_\_\_

\_\_\_\_\_

e. How did you find out about the bomb? \_\_\_\_\_

\_\_\_\_\_

f. Why did you place it? \_\_\_\_\_

\_\_\_\_\_

g. Attempt to obtain name, phone number, and address or location of the caller.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**It is recommended that these steps be placed at each workstation.**



## Q. Weather Emergencies

### Weather Emergencies

Weather emergencies include high winds, heavy rains, lightning, tornadoes and other natural disasters. The following sections provide general guidelines for handling various weather emergencies.

**Heavy Rain/High Winds:** Heavy rain and high winds provide dangerous driving conditions. Motorists should be aware of local weather conditions and avoid roads that tend to flood in heavy rains.

#### **IMPORTANT:**

Do not drive in flooded areas or attempt to cross moving water in an automobile. Moving water can easily capsize a car or truck and drown the occupants. Avoid creeks, rivers, ditches, low lying areas and flooded roads during heavy rains. Keep children from playing in those areas during inclement weather.

High winds can topple trees, outdoor equipment, and electrical lines. Avoid downed power lines and notify the utility company of power outages. If an electrical line falls across your car, do not move the car or try to get out (except if there is immediate danger to human life). It may be safer to stay where you are and call for emergency assistance.

**Lightning:** Lightning is one of nature's most powerful forces. A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

- Lightning need not strike a person directly to be dangerous.
- Lightning can crash down from virtually clear sky.
- Stay away from open doors or windows during an electrical storm.
- Avoid using the telephone or television set and keep clear of all metal objects such as pipes and electrical appliances during a storm.
- Do not go outside.

#### **If you find yourself caught in a storm away from a protected building:**

- Avoid tree lines.
- Stay away from unprotected storm shelters.
- Stay away from flag poles, towers, and metal fences.
- Do not wade, swim, or go boating in a thunderstorm.
- A closed automobile provides a protective metal shell.
- If caught in the open, stay as low as possible.

### Tornadoes

**Tornado:** Tornadoes produce violent winds that can damage homes, vehicles, people, and wildlife. The primary dangers associated with tornadoes are high winds and flying debris. Severe thunderstorms and hail commonly precede a tornado. A dark funnel cloud or roaring noise (like a train) is evidence of an actual tornado.

Tornadoes present the conditions, which causes immediate concern for seeking shelter. When a tornado watch has been issued by the National Weather Service, a weather alert will be sounded on the local radio and TV stations, as well cell phones, followed by a weather bulletin with further information. The Emergency Evacuation Captain/Primary Evacuation Coordinator shall be responsible for alerting the Emergency Evacuation Team members to assist in moving the employees into the tornado shelter area.

Upon notification of a tornado, all employees shall evacuate to the designated tornado shelter area located:\_\_\_\_\_. Alternate locations are interior rooms without windows.

The two stages of tornado formation generally are:

1. **Watch:** Weather conditions have developed from which a tornado may occur. The National Weather Service makes announcements by broadcast and electronic media alerting the general public of the watch.
2. **Warning:** A tornado has been located in the watch area. All employees and guests should go to the designated shelters immediately and monitor the local emergency alerts to track the tornado's movement.

Tornado Guidelines:

- If a tornado warning is issued, seek shelter immediately. Stay away from windows, doors, and outside walls.
- Do not drive to shelter, unless you are already in a vehicle when the warning is issued.
- Drive to the nearest building or seek shelter in a ditch or ravine.
- Never try to outrun a tornado in your vehicle.
- If you are at a home or in a building, go to an interior room on the lowest level (e.g., bathroom, closet, hall, etc.). Get under a piece of sturdy furniture if possible.

## Winter Weather

**Winter Weather:** Wear appropriate clothing for local weather conditions and keep your vehicle in good working order. If the roads become slick with ice, use extreme caution or avoid driving.

- Slippery streets increase stopping distances. Drive slowly in winter weather.
- Choose shoes that provide the best footing for the weather.
- Clear walkways and steps of snow and ice.
- Use handrails where available.
- Clean snow and ice from all vehicle windows.

## Earthquakes:

- During an active earthquake, take cover under a sturdy piece of furniture or stand in a load-bearing doorway.
- Stay away from glass, windows, outside walls, or other building fixtures that could break or fall.
- STAY INSIDE until the shaking stops, then exit using the stairwell.
- DO NOT use elevator
- Remain at a designated outside meeting area for your facility, until released by your Emergency Commander/Coordinator.
- Keep streets or driveways clear to provide adequate access to emergency vehicles.

## R. Handling of Suspicious Mail

While the receipt and/or handling of suspicious mail may not require emergency evacuation of the building, the potential exists for an emergency evacuation situation. In accordance with the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Federal Bureau of Investigation (FBI), and the U. S. Postal Service (USPS), the following work practices should be followed for safe handling of mail and packages:

- Be on the lookout for suspicious envelopes or packages.
- Do not open suspicious mail.
- Open mail with a letter opener or another method that minimizes skin contact with mail.
- Open mail with a minimum amount of movement.
- Do not blow into envelopes.
- Keep hands away from nose and mouth while opening mail.
- Turn off fans, portable heaters, and other equipment that may create air currents while opening mail.
- Wash hands after handling mail.

The following procedures must be followed for handling mail that appears to contain a suspicious powder or other substance:

- **IMMEDIATELY Notify the Park Police at 301-949-3010.**
- **DO NOT** shake, smell, taste or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents. If you do not have a container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and **DO NOT** remove this cover.
- Leave the area and close the door, or section off the area to prevent others from entering.
- Wash hands several times using soap and warm water.
- Notify your immediate supervisor.
- **Notify the Risk Management and Safety Office at 301-454-1781.**
- List all people who were in the room or area when the suspicious letter or parcel was recognized. Give this list to the Park Police.
- Park Police will coordinate all efforts, including decontamination of the area that might be suspect. **DO NOT** return to the area until it has been cleared by the proper authority.

- Employees should receive medical evaluation to assess potential exposure.
- Decisions to provide treatments for Biological Threat Agents should be made by Health authorities.
- A referral to the Employee Assistance Program (EAP) should be made to potentially exposed employees.

- The Risk Management and Safety Office shall relay sample results to exposed employees once available, to initiate additional medical procedures or to eliminate fear and anxiety if tests are negative.

**S. Decontamination and Shutdown Procedures**

Upon notification of a confirmed Biological/Hazardous Agent by public health officials, Commission officials will follow the instructions given by law enforcement and public health agencies.

The contaminated facility will be evacuated immediately and shut down for cleanup by HAZWOPER specialists in accordance with applicable procedures.

**T. Pandemic/Epidemic Guidelines:**

In the event of potential health outbreaks, Epidemics/Pandemics, etc., the Commission will work closely with Local, State and Federal health officials, to address the condition to prevent possible spread of disease at Commission worksites and facilities. During a Health Emergency, Epidemic/Pandemic, these agencies have the authority to direct public health actions, including quarantine. The Executive Director, in consultation with Department Heads, will be responsible for coordinating a Commission-wide response protocol. Response protocols may vary depending upon the nature of the Health Emergency and guidelines issued by Health Authorities. Specific Response Protocols will be issued via Internal Operating Procedures (IOP's) and will be communicated through Commission-wide email. Updates will be provided as the situation evolves.

Queries/concerns should be addressed to the Risk Management and Safety Office: **301-454-1781**

Prince George's County Health Dept: **301-583-3750**

Montgomery County Health Dept: call **240-777-1755**

## **U. Crime in Progress/Lockdown Procedures** **(These are general guidelines and may be modified to suit each facility)**

### **LOCKDOWN**

1. Lockdown is an enhanced security procedure used to protect staff and patrons against potentially violent intruders inside/outside the facility. A lockdown can be called for by Park Police or by facility staff with notification to Park Police. Lockdown indicates an extreme emergency requiring immediate action be taken to secure the facility and patrons. Reasons for a lockdown include an armed or dangerous suspect in the area; shots fired in the area; high-speed pursuit with bailout in the area; etc. During a lockdown, the facility should appear vacant (lights out, doors locked, people hidden), and there is no access, in or out.
2. During a lockdown, an adult patron (age 18 or older) wanting to leave the facility may do so. However, with a witness present, they must first be informed of the dangers of leaving and that they may not return to the facility until the situation is safe and the area is secure.
3. Children in the care of M-NCPPC (class, camp, special events, etc.) are NOT allowed to leave the facility.

Follow these steps to secure a facility and the patrons within during a Lockdown:

#### **Secure the Facility**

- a. Make a public announcement signaling an emergency lockdown via public address (PA) system, megaphone or verbally. Announce: "This is an emergency lockdown, staff please secure the facility and patrons."
- b. Patrons participating in outside activities must immediately be moved inside. If that is not possible (the danger is between the group and the building), move the patrons away from danger.
- c. Lock all exterior doors. Keep them locked until directed otherwise by a supervisor or uniformed rescue/law enforcement personnel.
- d. Do not permit anyone to enter or exit the building.
- e. Turn off all electronic devices i.e. radios, TV's, computers, etc. Put cell phones on vibrate/silent.
- f. Notify Park Police of the threat or danger by calling: (PG **301-459-3232**) or (MC **301-949-3010**).
- g. Direct patrons into the nearest room or secured area making sure no building keys are left behind or unsecured. If multiple rooms are used, each one must be secured.

#### **Secure Interior Room**

- a. Once patrons are inside, close and lock doors and windows to the room.
- b. Turn off the lights.
- c. Pull the shades down over the windows, or cover windows and doors.
- d. Turn off all electronic devices and put cell phones on vibrate/silent.
- e. Keep all individuals as quiet and calm as possible.
- f. Do not open the room door for any reason. Wait until facility staff or uniformed rescue/law enforcement personnel open the door from the other side.
- g. During an emergency, police may give instructions to release staff and patrons away from the danger.

## **MODIFIED LOCKDOWN**

1. Modified lockdown is a security procedure used to protect staff and patrons against potential danger outside of a facility. A modified lockdown indicates an emergency but to a lesser degree than a full lockdown and can be called for by Park Police or by facility staff with notification to Park Police. Reasons for a Modified Lockdown may include police search for a suspect, a hazardous spill in the community, etc. During a Modified Lockdown, a facility will operate as normal except for limited access to the facility. Adult patrons wanting to leave the facility may do so. However, with a witness present, they must first be informed of the danger outside and that they may not return to the facility until the situation is safe and the area is secure.
2. Children in the care of M-NCPPC (class, camp, special event, etc.) are NOT allowed to leave the facility. Only known patrons may enter a facility during a Modified Lockdown. A Facility Manager or designee can decide the extent of Modified Lockdown.

Follow these steps to secure a facility and the patrons within, during a Modified Lockdown:

### **Secure the Facility**

- a. Make a public announcement via public address (PA) system, megaphone or verbally. Announce, "This is a modified lockdown, staff please secure the facility and patrons."
- b. Lock all exterior doors and windows and keep them locked until directed by supervisor or uniformed rescue/law enforcement.
- c. Staff should be posted at each door to allow only known patrons to enter facility.
- d. Children in the care of M-NCPPC are NOT allowed outside of the facility.
- e. Patrons participating in outside activities must immediately be moved indoors.
- f. Staff and patrons are free to move around in the facility.
- g. Staff will wait for further instructions from supervisor or uniformed rescue/law enforcement personnel.
- h. Notify Park Police of the danger by calling: (PG **301-459-3232**) or (MC **301-949-3010**).

**Building Location: 2425 Reddie Drive, Wheaton, Maryland 20902**

**PRIMARY AND ALTERNATE ASSIGNMENTS**

**EMERGENCY ACTION TEAM**

The **PRIMARY** and **ALTERNATE Emergency Evacuation Plan Captain (EEPC)/Emergency Coordinator** for the Building/Facility are as follows (Please separate by floor and/or each major location or room in the facility):

**Floor or Location: Emergency Evacuation Plan Captain**

**Primary: Ron Turner**

**Alternate: Maria McCants**

**Alternate #2: Eduardo Maniwang**

**Floor or Location: \_\_\_\_\_**

**Primary: \_\_\_\_\_**

**Alternate: \_\_\_\_\_**

**Floor or Location: \_\_\_\_\_**

**Primary: \_\_\_\_\_**

**Alternate: \_\_\_\_\_**

**Floor or Location: \_\_\_\_\_**

**Primary: \_\_\_\_\_**

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**Floor or Location:** \_\_\_\_\_

**Primary:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**Floor or Location:** \_\_\_\_\_

**Primary:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_