Building Name:	Maryland National Capital Park & Planning Commission Wheaton Headquarters
Address:	2425 Reedie Drive, Wheaton, MD 20902
Floors:	G Floor thru Penthouse
Suites:	All
Prepared By:	Building Management Team
Last Updated:	April 15, 2025

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I.   INTRODUCTION

PURPOSE

Montgomery County Government and Maryland National Capital Park & Planning Commission are committed to providing a safe and healthy work environment for all its employees. Unfortunately, situations may arise in which steps must be taken to protect our employees and facilities. The purpose of the Facility Emergency Action Plan is to provide general instructions for all Montgomery County Government and Maryland National Capital Park & Planning Commission employees to follow in the event of an emergency impacting The Maryland National Capital Park and Planning Commission Wheaton Headquarter Building. The Facility Emergency Action Plan is divided into two parts:

- Base Plan (Sections I-IV): General and hazard-specific emergency procedures applicable to all Montgomery County Government and Maryland National Capital Park & Planning Commission facilities within the community.
- Facility-Specific Appendix: Information customized to the department's worksite, including an emergency team roster, evacuation maps, and assembly areas.

SCOPE

This plan is applicable to all county employees working at any facility owned or leased by Montgomery County Government or Maryland National Capital Park & Planning Commission. This plan focuses on the actions taken before and during emergencies. Once an emergency stabilizes and no longer poses a threat to occupants, employees and managers should refer to their department's Continuity of Operations Plan for guidance on returning to normal operations.

AUTHORITY

The Facility Emergency Action Plan Program is administered by the Office of Emergency Management and Homeland Security. Each department or office in Montgomery County Government and Maryland National Capital Park & Planning Commission has designated a Facility Emergency Coordinator, who works with the Office of Emergency Management and Homeland Security to update this plan, train employees, and conduct emergency drills on an annual basis. The program requirements are meant to assure compliance with the Chief Administrative Officer's 2017 memorandum titled, "Departmental Facility Emergency Action Plans." The program also meets the requirements established by *29 CFR 1910.38(b) Written Emergency Action Plans* and *Montgomery County Safety Policy 9: Emergency Evacuation Plans*.

ADDITIONAL RESOURCES AND TRAINING

The Facility Emergency Action Plan Program is part of a suite of services offered by the Office of Emergency Management and Homeland Security and its partners. Employees are encouraged to take full advantage of emergency preparedness resources and training.

- For questions about this plan and your facility, please contact your department's Facility Emergency Coordinator listed in the *Facility-Specific Appendix*.
- For additional emergency preparedness guidance, resources, and training, please visit https://www.montgomerycountymd.gov/oemhs/ or email emergency.management@montgomerycountymd.gov.

II. GENERAL GUIDELINES

While every situation is unique, there are several common principles that guide how employees should prepare for and respond to emergencies. This section describes the initial responsibilities and actions to be taken by employees and occupants to protect against serious injury, loss of life, and/or property loss until the appropriate first responder agency arrives. These procedures are intended to serve as general guidelines, and they should not be a substitute for good judgement or supersede first responder instructions.

EMPLOYEE RESPONSIBILITIES

Everyone within Montgomery County Government and Maryland National Capital Park & Planning Commission plays an important role in workplace emergency preparedness. The information below describes how every group contributes towards a more prepared and resilient workplace:

Facility Emergency Coordinator
The Facility Emergency Coordinator is the department point of contact responsible for assuring compliance with the Facility Emergency Action Plan Program requirements. Each county department or office must designate at least one Facility Emergency Coordinator to liaise with the Office of Emergency Management and Homeland Security. More specifically, the Facility Emergency Coordinator:

- Coordinates the development and annual review of their department's Facility Emergency Action Plan(s), including maintaining a list of Floor Wardens and individuals needing assistance.
- Certifies that all department employees and contractors receive a copy of their Facility Emergency Action Plan and are provided basic training on its contents each year.
- Coordinates the scheduling and execution of annual emergency exercises.
- Completes an after-action review of each emergency exercise and oversees the implementation of any corrective actions.
- Assists the Office of Emergency Management and Homeland Security with promoting emergency preparedness resources and training opportunities with employees.

Chief Floor Warden
The Chief Floor Warden is the on-site department representative responsible for guiding employee actions during an emergency. In coordination with the Floor Wardens, they oversee the implementation of emergency procedures until first responders arrive on scene. The Chief Floor Warden is responsible for:

- Maintaining a list of department employees assigned to the worksite and their contact information.

- Informing the Facility Emergency Coordinator of changes to the roster of Floor Wardens and individuals needing assistance.
- Reviewing updates to the Facility Emergency Action Plan, noting employees who require assistance during an evacuation.
- Participating in training and emergency exercises provided by the Facility Emergency Coordinator or the Office of Emergency Management and Homeland Security.
- *Only when it is safe to do so*, overseeing the evacuation of employees and visitors from the facility by:
    - Conducting a quick and systematic walkthrough to perform a visual and audible sweep of their assigned area.
    - Exiting the facility with a copy of the list of department employees.
    - Reporting to the designated assembly area and performing a headcount using the list of department employees.
    - Immediately notifying first responders (either in-person or by calling 9-1-1) of any employees unaccounted for or trapped within the facility. *Note: if individuals are found to be trapped within the facility or cannot exit on their own, Wardens are to exit the facility and provide a detailed location to first responders.*
    - Serving as the primary contact between emergency responders and building occupants.
    - Ensuring employees remain at the designated assembly area until the "all-clear" is given by first responders.
- Debriefing the response with department supervisors and Floor Wardens following an evacuation, providing any changes or recommendations to the Facility Emergency Coordinator.

Floor Wardens

The Floor Warden(s) is responsible for:

- Assuming the duties of the Chief Floor Warden in their absence.
- Reviewing updates to the Facility Emergency Action Plan, noting employees who require assistance during an evacuation.
- Participating in training and emergency exercises provided by the Facility Emergency Coordinator or the Office of Emergency Management and Homeland Security.
- *Only when it is safe to do so*, facilitating the evacuation of employees and visitors from the facility by assisting the Chief Floor Warden with:
    - Conducting a quick and systematic walkthrough to perform a visual and audible sweep of their assigned area.
    - Exiting the facility with a copy of the list of department employees.
    - Reporting to the designated assembly area and performing a headcount using the list of department employees.
    - Immediately notifying first responders (either in-person or by calling 9-1-1) of any employees unaccounted for or trapped within the facility. *Note: if individuals are found to be trapped within the facility or cannot exit on their own, Wardens are to exit the facility and provide a detailed location to first responders.*

- o Ensuring employees remain at the designated assembly area until the "all-clear" is given by first responders.
- Participating in a post-evacuation debrief.

Managers/Supervisors

Supervisors are responsible for ensuring that all employees understand the importance of their actions in an emergency. Supervisors are also obligated to train all their personnel in these procedures. Supervisors should take the following steps to ensure their team is prepared:

- Assist the Facility Emergency Coordinator with assigning individuals to the Chief Floor Warden and Floor Warden roles.
- Complete the *Request for Assistance Form* contained in the *Facility-Specific Appendix* with any personnel with access or functional needs.
- Train operators of equipment deemed vital to department operations on how to perform an emergency shutdown when an alarm sounds.
- Ensure all employees, temporary hires, transfers, and new hires are trained in the procedures contained within the Facility Emergency Action Plan.
- Serve as a Warden or assist Wardens during an evacuation by:
  - o Clearing areas of all personnel.
  - o Gathering department employees as quickly as possible at the designated assembly area.
  - o Notifying first responders (either in-person or by calling 9-1-1) of any trapped or unaccounted for employees.
  - o Ensuring employees remain at the designated assembly area until the "all-clear" is given by first responders.
- Assist the Chief Floor Warden with conducting a debrief of the response and providing any changes or recommendations to the Facility Emergency Coordinator.

Employees

Employees are responsible for taking whatever actions are necessary to protect themselves during an emergency. Employees should take the following steps to be better prepared for emergencies:

- Be familiar with all procedures described within the Facility Emergency Action Plan.
- Know the locations of the nearest emergency exits, the department's designated assembly areas, and rooms within the workplace suitable for sheltering-in-place.
- Be comfortable with calling 9-1-1 to report the nature and location of an emergency.
- Know how to safely shut down equipment deemed vital to department operations, if applicable.
- Participate in training and emergency exercises provided by the Facility Emergency Coordinator or the Office of Emergency Management and Homeland Security.

PREPARING FOR EMERGENCIES

Emergencies, accidents, and injuries can occur at any time and without warning. The Office of Emergency Management and Homeland Security recommends all departments and employees take the following steps to minimize the impact of such situations:

☑ Familiarize yourself with your worksite and facilities you visit often. All employees should take the time to "walk" their worksites, noting the locations of their nearest exits, shelter-in-place locations, fire extinguishers, automatic external defibrillators (AEDs), and public access trauma care/bleeding control kits. It is important employees know both multiple routes/locations in case one is unavailable.

☑ Store important phone numbers and emergency contact information in your phone and wallet. Employees should save important phone numbers listed in the *Reporting Emergencies/Incidents* section in their phone and wallet. Additionally, employees should store "in case of emergency" (I.C.E.) information, including:
- First and last name
- Special health, diet, and medical needs (including known allergies and current medications)
- An emergency contact to notify and relay emergency news about you. Be sure that these people know that you have listed them as emergency contacts.

☑ Register for emergency alerts. All employees are strongly encouraged to register for Alert Montgomery, as well as the alerting system for the county or city where they live. See the *Emergency Notifications/Alarm Systems* section for more information.

☑ Build an emergency kit for your office, vehicle, and home. An emergency kit should contain items you might need during an emergency to sustain yourself and/or your family during an extended period of time. A list of items to include in your kit may be found on the Office of Emergency Management and Homeland Security's website: https://www.montgomerycountymd.gov/oemhs/.

☑ Know your emergency designation. All employees are designated as either "essential" or "non-essential." Essential employees are those required to report to work during an emergency unless they are prevented from doing so by severe weather or another emergency. Employees should ask their supervisor or Human Resources representative for their designation status.

☑ Participate in emergency training and exercises. The Office of Emergency Management and Homeland Security and its partners offer a variety of training and exercise opportunities for employees to become more familiar with these procedures. Available courses include general emergency preparedness, active assailant preparedness, public access trauma care/bleeding control, cardiopulmonary resuscitation (CPR), and other topics. To request training for your department or office, please email emergency.management@montgomerycountymd.gov.

REPORTING EMERGENCIES/INCIDENTS

Employees are strongly encouraged to report emergencies and non-emergency events to the appropriate authority listed below.

Important Phone Numbers	
M-NCPPC	
Risk Management and Safety numbers: General Inquires......................	**301-454-1740**
Safety/Risk Emergency Contact..	**301-454-1781**
Police/Fire/Rescue	911 *(Call or Text)*
To report emergencies and life-threatening situations.	
Police Non-Emergency	301-279-8000
To report less serious crimes and suspicious activity.	
Montgomery County Information	311
To request non-emergency information about county services.	
County Security	240-777-6161
Department of General Services	240-777-7777
Poison Control	1-800-222-1222
Montgomery County Crisis Center	240-777-4000
Suicide & Crisis Lifeline	988

When placing a call to 9-1-1, it is important to:
- Remain calm and speak clearly.
- Be prepared to answer where, what, when, who, and how.
- Let the call taker ask the questions.
- Stay on the phone if it is safe to do so, or until the call taker advises you to hang up.
- Stay on the line if the call requires transfer to another agency. You may hear a series of clicks as the transfer occurs.
- Stay on the line even if your call is not answered within approximately 15 seconds. You will hear a recording indicating that operators are busy. Do not hang up and call back.

The call taker may ask a series of questions, including:
- The location of the emergency (the exact address, intersection, place name).
- The nature of the emergency (what is going on right now, description of people and/or vehicles involved, any weapons involved, how long ago did the incident occur, etc.).
- The physical condition of anyone ill or injured.
- The name and telephone number of the caller.
- Whether you want an officer to respond to see you.

9-1-1 and the Police Non-Emergency line are both equipped with the TTY/TDD interface and language interpretation services. Additionally, 9-1-1 can receive text messages for those who cannot safely place a phone call. For more information, please visit: https://www.montgomerycountymd.gov/OPI/make_right_call.html.

EMERGENCY NOTIFICATIONS/ALARM SYSTEMS

Emergencies often occur without warning, and employees must be prepared to take quick, decisive action to protect themselves. Employees may learn about an emergency, receive instructions on how to respond, and/or stay informed of new developments through a variety of means:

- Direct Observation. Employees most likely will see, hear, smell, or otherwise observe threatening conditions before receiving any other warning or notification. Employees should take immediate, decisive action to protect themselves and call 9-1-1 when safe to do so.
- Building Alarm Systems. Most buildings are equipped with audible and visual warning systems. The sounding of an alarm is the signal for immediate evacuation of the building by all personnel. Red fire alarm boxes (also known as "pull stations") are mounted on corridor walls throughout a facility, especially near fire exits. Pulling an alarm box will cause an alarm to sound and strobe lights to flash. In high-rise buildings, alarms will typically activate on the emergency floor, one floor immediately above, and one floor immediately below to avoid total evacuation of a building if the event is isolated to only one or two floors.
- First Responders. Law enforcement and fire/rescue personnel may arrive on scene and provide additional instructions to occupants. Occupants should always follow first responder guidance.
- Alert Montgomery. The Alert Montgomery system allows all County residents, employees, and interested parties to receive important notifications via cell phone, e-mail, and voice message. The types of alerts include:
    - Government and school status for County government and public-school closures, cancellations, or delays due to inclement weather or other emergencies
    - Weather alerts
    - Infrastructure issues including water and power outages
    - Severe traffic issues including crashes and prolonged road closures

    All county employees are strongly encouraged to register for Alert Montgomery and add their worksite's address. For more information and to register, please visit: https://alert.montgomerycountymd.gov.
- Montgomery County Internal Alerts. The Montgomery County Internal Alert System is only available to County employees. This system enables groups and departments to send critical information to its members, such as changes to the county's operational status. The vast majority of employees and contractors have their county email address automatically enrolled in this system.
- Wheaton Headquarters will use Everbridge Mass Communication software to communicate all Building Emergencies. The system will be managed by M-NCPPC Risk Management in conjunction with the WHQ Building Management Team and ITI Department which automatically imports all M-NCPPC staff from an Active Directory that is maintained by M-NCPPC. County Agency Staff will be notified through the system using the following link which is maintained by Montgomery County Government for all employees working at Wheaton Headquarters: WheatonCountyAlerts@montgomerycountymd.gov.

- County Operational Status Website. The Office of Human Resources and Office of Emergency Management and Homeland Security maintain a website for employees to verify the County's operational status. These entities will also notify area news media. The County's operational status will dictate whether employees must report to work, especially during severe weather. For more information, please visit: https://apps.montgomerycountymd.gov/ohrofficestatus/status.

EVACUATIONS

In certain emergency situations, evacuation of a building may be necessary to prevent injury and to sustain life. Situations that may trigger an evacuation might include a fire, suspicious package, active assailant, or other hazardous conditions that render the building unsafe. Additionally, Montgomery County Fire Code requires all occupants to evacuate a building when an alarm is sounded. It is critical that all employees understand their responsibilities and proper procedures in the event of an evacuation:

- At the sound of the fire/emergency alarm, everyone must evacuate the building via the nearest exit.
- Remain calm. Walk, do not run.
- Do not use elevators.
- Do not waste time by gathering your belongings, but whenever possible, try to take prescriptions and/or medical devices with you.
- Do not travel through smoke filled areas, use alternative means of travel (e.g., another hallway, stairwell, exit, etc.).
- Close, but do not lock, doors as you leave and exit through the nearest door.
- If all exits from a floor are blocked, return to your work area, and:
  - Call 9-1-1 to tell them you cannot leave and your specific location.
  - Close the door and place a towel or article of clothing along the bottom edge of the door.
  - If possible, open the windows for fresh air and hang an article of clothing or place a sign on the window. This will let the fire department know that you are still in the building.
  - If you or an employee in the office are not able to open a window, place a brightly colored sign on the window (facing outward) with the word HELP.
- Individuals requiring evacuation assistance should go to the designated area for rescue assistance on their floor, call 9-1-1, and await further instructions.
- Go to the designated assembly area as described in the *Facility-Specific Appendix* and report to your supervisor or Floor Warden. In situations where the threat is not contained to the facility (such as active assailants), employees should not assemble and instead move away from the building until in a safe area.
- Stay alert and wait for instructions from your Floor Warden or emergency officials.
- If your supervisor is not on site, notify them of your status.
- Do not re-enter an evacuated building until an "all-clear" is given by first responders.

SHELTERING-IN-PLACE

In certain emergency situations, such as active assailants and hazardous weather conditions, it may be safer to shelter-in-place within the building instead of evacuating. Employees should consider the following guidelines to prepare for an incident requiring a shelter-in-place:

- Pre-identify multiple shelter-in-place locations in case one is blocked by a threat or at capacity.
- Keep an emergency kit in your office and vehicle in case of a prolonged shelter-in-place order. Items may include bottled water, snacks, flashlights, and portable phone chargers.
- "Shelter-in-place" signs are generally not recommended. Although signage would make these spaces easier for staff to locate, it would also make it easier for an assailant to locate during an active assailant event. The best method is to ensure employees are trained and participate in drills.

Employees should follow the instructions below when a shelter-in-place is necessary:

Active Assailants and Violent Incidents
- Locate a room with few or no windows, if available.
- Lock the door.
- Create a barricade with whatever materials are available, such as desks, filing cabinets, chairs, and large objects.
- Close blinds and curtains.
- Turn off lights.
- Stay low, out of sight, and behind large objects.
- Silence cell phones.
- Prepare to defend yourself if an assailant is able to enter the room.
- Do not assist others or utilize a public address (PA) system if it puts you at additional risk.
- Remain at this location until emergency alerts and/or first responders provide additional instructions or give an "all-clear."

Severe Weather and Other Hazards
- Select an interior room or hallway above the ground floor with the fewest windows or vents.
  - The room(s) should have adequate space for everyone to sit. Avoid overcrowding by selecting several rooms, if necessary.
  - Avoid selecting a room with mechanical equipment like ventilation blowers or pipes because this equipment may not be able to be sealed from the outdoors.
  - It is ideal to have a hard-wired telephone in the room(s) you select, because cellular telephone equipment may be overwhelmed or damaged during an emergency.

- Only if safe to do so, close the office and move employees, customers, clients, and visitors into these room(s) and shut door(s) and windows.
- Do not assist others or utilize a public address (PA) system if it puts you at additional risk.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- If your supervisor is not on site, notify them of your status.
- Remain at this location until emergency alerts and/or first responders provide additional instructions or give an "all-clear."

ACCESS AND FUNCTIONAL NEEDS

Employees with access and functional needs are encouraged to inform their supervisors, Floor Wardens, co-workers, building security, and others if they need assistance during an emergency. Supervisors should complete the *Request for Assistance Form* located in the *Facility-Specific Appendix* with their employee(s) and share the completed form with their Chief Floor Warden and Facility Emergency Coordinator.

In addition to completing the form, employees and supervisors should:
- Practice the primary and alternate evacuation routes.
- Learn where the designated rescue assistance area is located in their facility (most often the stairwell).
- Identify primary and alternate shelter-in-place locations accessible to the employee.
- Prepare a "go-bag" of medication and other important items.

Employees may also request reasonable accommodations through Montgomery County Occupational Medical Services by email, fax, or mail. For additional information, please visit: https://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/Disability.html.

During facility evacuations, personnel should follow the procedures described below. Always ask if the person with a disability needs assistance and the best way/technique to assist.

Non-Ambulatory Individuals
- If no smoke or fire is on that floor, non-ambulatory employees should be assisted to an area just outside a stairwell landing (also known as a rescue assistance area).
- Call 9-1-1 to alert first responders to your location and tell dispatchers the reason you cannot evacuate. Remain in this location until evacuate or given further instructions by first responders.
- If there is smoke or fire on that floor, you should wait inside the stairwell, or an evacuation chair can be used to assist you out of building. This change of conditions, if perceived to be life threatening, is an indication to call 9-1-1 and let the dispatcher know of the imminent danger.

Semi-Ambulatory Individuals

- Semi-ambulatory personnel may choose to wait in a stairwell for fire department personnel to assist them or may ask co-workers for assistance in descending the stairs.
- In these instances, it is important to inform the fire department personnel of this decision. Call 9-1-1 to alert them to your location and, if you choose not to evacuate, tell dispatchers the reason you cannot evacuate. Remain at that location.
- If there is smoke or fire, you should at least attempt to get down two floors – provided you are not moving closer to the fire. If no smoke or fire is on the lower floor, you should step out of the stairwell and wait for assistance.

Visually Impaired Individuals
- As with other employees with functional needs, employees with visual impairments should make any reasonable accommodation requests and should be prepared with whatever personal equipment they need to get to safety.
- If you depend on a cellular telephone program that projects or "reads" text messages aloud, and you are relying on Alert Montgomery for information, be sure to keep your phone charged and on your person.
- Alternatively, you may choose to ask a co-worker to read something aloud. It may be useful to ask this of a co-worker before an emergency strikes.

Hearing Impaired Individuals
- Employees who are deaf or hard of hearing may be able to see a visual alarm, depending on its placement. If so, these employees can evacuate with others.
- If there is no visual alarm nearby, coworkers and supervisors should notify the employee personally by using a note, using hand gestures, or communicating by lip reading.
- Get the employee's attention, maintain eye contact, keeps hands, and other objects away from your face, and speak directly to the individual in a normal volume and at a moderate pace.
- Supervisors and Floor Wardens should check in restrooms, conference rooms, copy rooms, and kitchens for deaf or hard of hearing employees or clients.

VISITORS AND EVENTS

A core function of M-NCPPC and government is serving those who reside, work, and visit in Montgomery County. In pursuit of this mission, departments often host customers, visiting employees, and events in their facilities. Promoting emergency preparedness among these groups is an essential component of M-NCPPC and the County's commitment to providing welcoming and effective services. Departments should consider the following actions when hosting these groups:

- Post copies of the *Emergency Procedures Poster* located in the *Facility-Specific Appendix* in conference rooms, restrooms, and other common areas.

- If your department permits other county departments or community groups to reserve space within your facility,
  - Provide the meeting/event organizer with a copy of this plan and/or the *Emergency Procedures Poster*.
  - Conduct a walk-through of the venue with the organizer, pointing out the primary and alternate evacuation routes, potential shelter-in-place locations, and the designated assembly areas.
  - Encourage the organizer to create a check-in sheet or meeting/event roster, so they may conduct a headcount at the designated assembly area.
  - Exchange contact information with the organizer, so you may communicate in the event of an emergency.
  - Encourage the organizer to register for Alert Montgomery notifications, especially so they may be notified of impending severe weather and other hazards.
- For outdoor events, designate someone to monitor weather conditions. This individual should have a charged mobile phone registered to receive Alert Montgomery weather notifications <u>for the address of the facility</u>. Upon hearing thunder, seeing lightning, or receiving a weather warning, this individual should direct attendees indoors to a shelter-in-place location.
- During an emergency, visitors may not be familiar with the facility's evacuation routes and shelter-in-place locations. Employees may choose to help visitors locate a safe place. However, *employees should not assist visitors if doing so places the employee at additional risk*.

RETURNING TO NORMALCY

Emergencies in any form can create lasting impacts on employees and department operations. Individuals who both directly and indirectly experience an emergency can experience a range of emotions – shock, numbness, denial, anger, frustration, anxiety, depression, despair, and/or guilt. These feelings are just as important to address as injuries or damaged property. Employees can take basic steps to assist with their emotional recovery:

- Talk to a friend, family, or co-worker about your feelings.
- Seek help from a professional counselor, such as a provider through the Montgomery County Employee Assistance Program. For more information, please visit: https://www.montgomerycountymd.gov/HR/LiveWell/EmployeeAssistanceProgram.html.
- Engage in a positive act that helps you gain a great sense of control and empowerment, such as volunteering or donating to a trusted organization.
- Give yourself compassion, kindness, and patience. Don't compare your progress with others around you.
- Take part in activities that sooth you and practice self-care.
- Return to your daily routine as soon as you are able.

Directors and supervisors should be prepared to activate their department's Continuity of Operations Plan (COOP) following an emergency affecting their facility and/or operations.

This plan provides an overview of the tasks and activities that a department must address during and following an emergency event, and documents the resources (staff, records, equipment, etc.) that will be required for continuation and restoration of essential functions. This plan is administered by the departmental Continuity of Operations Plan Program Manager with guidance from M-NCPPC Risk Management Office and the Office of Emergency Management and Homeland Security. If you are not sure who your Program Manager is, please contact emergency.management@montgomerycountymd.gov. For Maryland National Capital Park & Planning Commission Employees the Primary Continuity of Operations Plan Planner is Shuchi Vera.

III. HAZARD-SPECIFIC PROCEDURES

ACTIVE ASSAILANT/VIOLENT INCIDENT

An active assailant is an individual(s) actively engaged in killing, or attempting to kill, people in a confined and populated area. These incidents are often unpredictable, dynamic, and evolve quickly. The following directions are meant to serve as general guidelines. Every situation is unique and will require good judgement to determine how to best protect yourself. If you find yourself in this situation, consider the following actions:

- Avoid
  - Pay attention to your surroundings.
  - Know both primary and alternate evacuation routes, including marked exits, windows, and stairwells.
  - At the first opportunity to leave the area, move away from the source of the threat as quickly as possible.
- Deny
  - Locate a room with few or no windows, if available.
  - Lock the door.
  - Create a barricade with whatever materials are available, such as desks, filing cabinets, chairs, and large objects.
  - Close blinds and curtains.
  - Turn off lights.
  - Stay low, out of sight, and behind large objects.
  - Silence cell phones.
- Defend
  - If you cannot avoid or deny entry to the threat, you must be prepared to defend yourself.
  - Work as a team with others around you.
  - Position yourself where you can surprise the attacker, usually in close proximity to the door along a wall and out of sight.
  - Grab the gun and point it in a direction away from others.
  - Attack the head, eyes, groin, knees, and feet.
  - Use weapons of opportunity, such as scissors, hot coffee, staplers, fire extinguishers, or any object that could incapacitate someone.
  - Do not fight fairly. Be aggressive and committed to your actions.
- Call or text 9-1-1 when it is safe to do so. Provide the call taker with your location, description of the assailant, type of weapon involved, number of victims, and any other pertinent information.
- Law enforcement's priority will be to stop the threat before treating the injured. Remain calm, raise your hands, and follow their instructions.

BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Employees should act quickly but remain calm and obtain information with the *Bomb Threat Checklist* located on the next page.

If a bomb threat is received by phone:
- Remain calm and do not hang up. Keep the caller on the line for as long as possible. Ask the caller to repeat their message.
- If possible, signal other staff members to listen and/or notify 9-1-1.
- If the phone has a display, copy the number and/or letters on the display.
- Write down the exact wording of the threat.
- Record the call, if possible.
- Fill out the *Bomb Threat Checklist*.
- Immediately call 9-1-1 and consult with law enforcement and/or fire/rescue to determine if the building should be evacuated.
- Notify your supervisor.

If you receive a written threat:
- Handle the document or package as little as possible. Do not touch, move, or open it.
- Keep others from handling or going near the document or package.
- Note date, time, and location the document or package was found.
- Immediately call 9-1-1 and consult with law enforcement and/or fire/rescue to determine if the building should be evacuated.
- Notify your supervisor.

If you receive a social media or email threat:
- Do not turn off or log out of the account.
- Leave the message open on the device.
- Take a screenshot or copy the message and subject line.
- Note the date and time.
- Immediately call 9-1-1 and consult with law enforcement and/or fire/rescue to determine if the building should be evacuated.
- Notify your supervisor.

Occupants should not pull the fire alarm unless directed by 9-1-1 or first responders. Additionally, occupants should not use two-way radios or cellular phones in close proximity to a suspicious item.

BOMB THREAT CHECKLIST

DATE: TIME:
TIME CALLER HUNG UP: PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

Where is the bomb located?   When will it go off?

What does it look like?   What kind of bomb is it?

What will make it explode?   What is your name?

Did you place the bomb? (Yes/No)   Why?

Exact Words of the Threat:

Information About Caller:

Where is the caller located? (background/level of noise)   Is the voice familiar? If so, who does it sound like?

Estimated age: Other points:

Caller's Voice:		Background Sounds:	Threat Language:
☐ Female	☐ Laughter	☐ Animal noises	☐ Incoherent
☐ Male	☐ Lisp	☐ House noises	☐ Message read
☐ Accent	☐ Loud	☐ Kitchen noises	☐ Taped message
☐ Calm	☐ Nasal	☐ Street noises	☐ Irrational
☐ Clearing throat	☐ Normal	☐ Booth	☐ Profane
☐ Coughing	☐ Ragged	☐ PA system	☐ Well-spoken
☐ Cracking voice	☐ Rapid	☐ Conversation	
☐ Crying	☐ Raspy	☐ Music	OTHER INFORMATION:
☐ Deep	☐ Slow	☐ Motor	
☐ Deep breathing	☐ Slurred	☐ Clear	
☐ Disguised	☐ Soft	☐ Static	
☐ Distinct	☐ Stutter	☐ Office machinery	
☐ Excited		☐ Factory machinery	
		☐ Local	
		☐ Long distance	

EARTHQUAKE

Although earthquakes are not common in Montgomery County, they can and do occur. During an earthquake, it is important to remain calm and take cover from falling debris and moving objects. It is critical in preventing injury or death to resist the urge to move to other parts of the building or outside during an earthquake. Research has shown that most earthquake-related deaths and injuries occur when people are attempting to move or leave a facility and are struck by falling debris.

During an earthquake:
- DROP to the ground, take COVER by getting under a sturdy table or other piece of furniture, and HOLD ON until the shaking stops.
  - If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is near you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside.
- If outside, stay there and move away from buildings, streetlights, and utility wires.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may activate.
- DO NOT ATTEMPT TO:
  - Use the elevators.
  - Go outside until the shaking has stopped.
  - Turn light switches on and/or off.
  - Light a match.

After an earthquake:
- Only evacuate the building if it becomes hazardous or instructed by first responders.
- Be alert for possible falling debris while exiting buildings. Once outside of the building, move away from overhead dangers and do not return until safe to do so.
- If you smell gas or suspect a gas leak, evacuate the building immediately and go to a location where you no longer smell gas. Report the leak by calling 9-1-1.
- If there is electrical damage, evacuate the building immediately. Report any life-threatening electrical hazards by calling 9-1-1.
- Be aware of aftershocks. They are usually not as strong but can cause more damage to weakened structures. They may continue for days, months, or even years after the initial quake.
- Notify your supervisor of your status.

FIRE/SMOKE

Fires may be detected by visible flames, smoke, or strong odors of burning. All occupants should immediately evacuate the facility using their primary or alternate evacuation routes, reporting to the designated assembly area. When a fire alarm is activated, Montgomery County Fire Code requires all occupants of the affected floors to evacuate, even if signs of fire or smoke are not immediately apparent. Occupants may not re-enter the facility until the "all-clear" is given by the appropriate official. Occupants can and will face a civil citations and fines for non-compliance with these requirements.

If you detect smoke or fire:
- Immediately pull the nearest fire alarm.
- Evacuate to your designated assembly area.
- Call 9-1-1 to report the location of the fire. Be specific with the location, giving details such as the room number, floor, wing, and/or building address. 9-1-1 may not automatically ascertain your address.
- Notify your supervisor.

If a fire is small enough and can easily be put out and contained using a fire extinguisher:
- Hold the fire extinguisher with the nozzle pointing away from you and keep your back towards a clear exit. This position will enable you to easily exit if the fire becomes too dangerous.
- Use the "P.A.S.S." technique:
  - Pull out the small pin.
  - Aim the nozzle of the fire extinguisher at the base of the fire.
  - Squeeze the lever you just pulled the pin out of. Remember to squeeze it slowly and evenly, so it is as effective as possible.
  - Swipe from side to side to cover all areas the fire may have spread to.
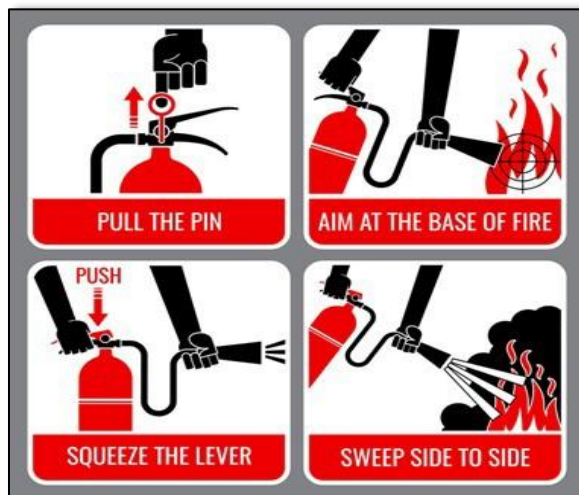
- *If the fire is too large or uncontrollable, employees should not risk their safety trying to put it out. Evacuate immediately and call 9-1-1.*

If you hear (or see) a fire alarm:

- Evacuate to your nearest exit.
- Remain calm. Walk, do not run.
- Do not use elevators.
- Do not waste time by gathering your belongings, but whenever possible, try to take prescriptions and/or medical devices with you.
- Do not travel through smoke filled areas, use alternative means of travel (e.g., another hallway, stairwell, exit, etc.).
- Close, but do not lock, doors as you leave and exit through the nearest door.
- If all exits from a floor are blocked, return to your work area, and:
  - Call 9-1-1 to tell them you cannot leave and your specific location.
  - Close the door and place a towel or article of clothing along the bottom edge of the door.
  - If possible, open the windows for fresh air and hang an article of clothing or place a sign on the window. This will let the fire department know that you are still in the building.
  - If you or an employee in the office are not able to open a window, place a brightly colored sign on the window (facing outward) with the word HELP.
- Individuals requiring evacuation assistance should go to the designated area for rescue assistance on their floor, call 9-1-1, and await further instructions.
- Go to the designated assembly area as described in the *Facility-Specific Appendix* and report to your supervisor or Floor Warden. In situations where the threat is not contained to the facility (such as active assailants), employees should not assemble and instead move away from the building until in a safe area.
- Stay alert and wait for instructions from your Floor Warden or emergency officials.
- If your supervisor is not on site, notify them of your status.
- Do not re-enter an evacuated building until an "all-clear" is given by first responders.

GAS LEAK/HAZARDOUS MATERIALS INCIDENT

A gas leak or hazardous materials incident may include a spill or release of chemical, radioactive, or biological materials inside or outside of a facility. While these incidents are rare, it is important that occupants move to a safe location and allow qualified public safety personnel to evaluate the threat.

If you suspect a gas leak or smell a suspicious odor:
- Know the signs of a potential gas leak:
    - See dirt or water blown from the ground.
    - Hear a hissing, blowing, or roaring sound.
    - Smell an odor like rotten eggs.
- Do not light a match, candle, or other flame.
- Do not turn electrical appliances or lights on or off, operate motorized equipment or vehicles, or use any device (e.g., cell phones) that could cause a spark of source of ignition.
- Move to a safe location:
    - If the leak or odor is <u>outside</u> of the building, stay inside and shelter-in-place.
    - If the leak or odor is <u>inside</u> of the building, evacuate immediately to your designated assembly area. Leave doors and windows open to ventilate if possible.
- Call 9-1-1 and notify your supervisor.
- Do not leave your safe location until directed by first responders.

If you have been exposed to a dangerous substance:
- Call 9-1-1.
- Notify your supervisor to prevent anyone else from coming into contact with the chemical.
- Remove contaminated clothing and call the Maryland Poison Center at 1-800-222-1222 for immediate advice.

If you witness a hazardous material spill or attack:
- Leave the immediate area as quickly as possible and protect yourself by finding something to place over your nose and mouth.
- If you have open cuts or wounds, cover exposed skin with additional clothing to help prevent bacteria from entering the cuts.
- Call 9-1-1 to report the spill/attack and notify your supervisor.
- If the suspected attack takes place outdoors, remain indoors unless directed otherwise by first responders.

INFRASTRUCTURE/UTILITY OUTAGE

At times, county facilities may experience power, water, and/or sewer outages. Most of the time, these incidents last only a few moments and are restored quickly. Occupants should always keep essential electronic devices, such as cell phones and medical devices, charged in the event of an outage. However, if an outage occurs, occupants should take the following actions:

- Remain calm and account for all people within your immediate area of responsibility.
- If it safe to do so, turn off equipment.
- For properties managed by the Department of General Services, report outages to Facilities Management at 240-777-7777 with the following information:
  - Your location (building name, floor, and room)
  - Type of outage
  - Any existing hazards
- For other properties, report outages to property management and the appropriate utility provider:

Provider	Type	Phone Number
PEPCO	Electric	1-877-737-2662
Potomac Edison	Electric	1-888-544-4877
BGE	Electric	1-800-685-0123
Washington Gas	Gas	844-927-4427
WSSC	Water	301-206-4002
City of Rockville	Water	240-314-8567
Town of Poolesville	Water	240-286-3389 or 240-286-3359

- Notify your supervisor.
- If any dangerous condition exists (e.g., live wires or sparking equipment), call 9-1-1 immediately and leave the area.
- Once the utility is restored, check all equipment for proper function and reset if necessary and within your training.

MEDICAL EMERGENCY

Medical emergencies, such as cardiac arrests, traumatic injuries, and seizures, can be sudden and unpredictable. Many Montgomery County Government and Maryland National Capital Park & Planning Commission facilities are outfitted with life-saving medical equipment, including automated external defibrillators (AEDs) and public access trauma care (PATC)/bleeding control kits. These items are designed for those without formal medical training and come with easy-to-follow instructions. Additionally, individuals with pre-existing medical conditions should keep a list of prescriptions, physicians, and conditions in their phone and wallet, so first responders may easily access this information if the individual cannot speak for themselves.

In the event of a medical emergency:
- Look around at your surroundings and use all your senses to determine if a scene is safe before assisting the patient.
- Call 9-1-1 and provide the call taker with:
    o The specific location of the patient.
    o The nature of the patient's illness or injury.
    o The patient's age and medical history (if known).
    o Your name and phone number.
- Remain on the line to answer any questions.
- If necessary, locate and grab the nearest automated external defibrillator (AED) or public access trauma care (PATC)/bleeding control kit. Follow the directions inside these kits.
- Ask bystanders to meet first responders at the facility entrance and direct them to your location.
- Do not attempt to move an injured person unless you have been trained.
- Once relieved by first responders, notify your supervisor.

SEVERE WEATHER

Severe weather, including lightning, hail, flooding, and strong wind, is most common during the spring and summer months. Thunderstorms can occur singly or in clusters or lines, and they typically produce heavy rain for a brief period. Occasionally, tornadoes can also occur.

The National Weather Service will often issue watches and warnings for these hazards:
- A <u>watch</u> usually indicates a hazardous weather event is *possible*. Individuals within the identified watch area should stay alert and be ready to act if a warning is issued.
- A <u>warning</u> usually indicates that a hazardous weather event is *occurring, imminent, or likely*. Individuals within the identified warning area should immediately take protective action.

<u>In the event of strong or severe thunderstorms:</u>
- Seek shelter when you hear thunder, see lightning, or receive a severe thunderstorm warning.
- Stay indoors and away from windows.
- If outside, seek shelter in a sturdy building immediately. Sheds, storage facilities, small structures, and large open rooms (cafeterias, gymnasiums, or auditoriums) are not safe.
- If driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside of the vehicle.
- Avoid contact with electrical devices connected to an electrical outlet.
- Avoid running water, such as using the restroom or taking a shower.
- Pay attention to additional alerts and warnings.

<u>In the event of a tornado:</u>
- Seek shelter when a tornado warning is issued. Shelter locations may include:
  - Small interior rooms without windows.
  - Hallways on the lowest floor away from outside doors and windows.
  - Rooms constructed of reinforced concrete, brick, or block with no windows and a heavy concrete floor or roof system.
- If outside, seek shelter in a sturdy building immediately. Sheds, storage facilities, small structures, and large open rooms (cafeterias, gymnasiums, or auditoriums) are not safe.
- If in a vehicle, drive to the nearest shelter. If you cannot make it to a safe shelter location, either:
  - Get down in your car and cover your head.
  - Abandon your car and seek shelter in a low-lying area such as a ditch or ravine. Do not go under a bridge or overpass.
- Use your arms and hands to protect your head and neck.
- Pay attention to additional alerts and warnings.

<u>In the event of flooding:</u>

- Move immediately to higher ground or stay on high ground. Get out of areas subject to flooding. These include dips, low spots, canyons, washes, etc.
- Evacuate if directed.
- Turn Around, Don't Down!
  - Avoid walking or driving through flood waters. Just 6 inches of moving water can knock you down and one foot of moving water can sweep your vehicle away.
  - Avoid areas already flooded, especially if the water is flowing fast. Do not attempt to cross flowing streams.
  - Roadbeds may be washed out under flood waters. NEVER drive through flooded roadways.
- Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.
- Be especially cautious at night when it is harder to recognize flood dangers.
- If flooding occurs inside a facility:
  - Do not enter a flooded area as you will be at risk of slipping, electrical shock, being hit by falling debris, and/or encountering hazardous materials.
  - Remove people from the immediate flood area to safety.
  - Call 9-1-1 if flood waters are threatening your safety or blocking your exit from the facility.
  - Report the flood to the Department of General Services Division of Facilities Management or your facility's property management.
  - If safe to do so, protect equipment and documents from water damage.

SUSPICIOUS ACTIVITY

Suspicious Mail/Packages

There are several potential indicators of a suspicious mail or package with materials that could cause harm to occupants and facilities, including:

- Poorly typed or hand-written address
- Stains, discolorations, or strange odor
- Excessive tape, string, or postage
- Whether or not the owner of the unattended item can be identified
- Suspicious activity around the package
- Generically addressed (e.g., director)
- Missing, unknown, or unusual return address

If you receive a suspicious letter or package:

- Put it down or leave it in its place. Do not disturb it further.
- Block off the immediate area.
- Move to a safe location.
- Do not pull the fire alarm.
- Shut down the heating and air conditioning systems, if possible.
- Call 9-1-1, then notify your supervisor.
- Wash your hands with soap and water.
- Follow first responder instructions.

Suspicious Persons

Suspicious persons exhibit observed behavior that may indicate the individual(s) is conducting pre-operational planning for terrorism or terrorism-related crime. Some common indicators of activities with a potential nexus to terrorism include:

- Communicating a spoken or written threat to commit a crime that could harm or kill people or damage a facility, infrastructure, or secured site.
- A prolonged or unusual interest in facilities, buildings, or infrastructure beyond casual or professional interest.
- Unauthorized people trying to enter a restricted area or impersonate authorized personnel.
- Challenging or testing a facility's security or information technology systems to assess the strength or weakness of the target.

If you see suspicious activity:

- Report it by calling the Montgomery County Police Non-Emergency Line (301-279-8000) or 9-1-1 (if an emergency or life-threatening situation).
- Be prepared to give an accurate description, including who or what you saw, when you saw it, where it occurred, and why you think it is suspicious.
- Remember that suspicious activity should only be reported if it is conducted in a manner that would arouse suspicion of terrorism or a crime. Factors such as race,

ethnicity, gender, national origin, religion, sexual orientation, disability, or gender identity are _not_ suspicious.

Suspicious Objects

Bad actors can use backpacks, suitcases, and other items to conceal improvised explosive devices (IEDs). Occupants should consider if the object is "HOT":

- Hidden – Placed out of sight and appears purposely concealed.
- Obviously Suspicious – Unexplainable wires, electronics, and/or bomb-like components.
- Not Typical – Out of place for the location and/or potentially related to a threat.

If the object does not meet these criteria, the item is likely unattended. Occupants should:

- Treat the object with caution.
- Try to determine the owner.
- Report the object to security or public safety official.

If the object does meet these criteria, the item should be considered suspicious. Occupants should:

- Avoid the area. Do not touch the suspect item. Immediately move and direct others to move away.
- Isolate the suspected item. Establish a perimeter to secure the area and continue to direct people away. Use frontal and overhead cover, and wear personal protective equipment, if available.
- Call 9-1-1, then notify your supervisor.
- Follow first responder instructions.

WINTER WEATHER

Winter weather may include freezing rain, ice, heavy snow, high winds, or a combination of all these conditions. It can cause power outages that last for days or weeks, making it hard to keep warm or access food and medical care. Winter storms can take out communication networks and make travel very dangerous. Building fires, carbon-monoxide incidents, and vehicle crashes increase during these periods.

The National Weather Service will often issue watches, warnings, and advisories for these hazards:
- A <u>Winter Storm Watch</u> is issued when there is the *potential* for significant and hazardous winter weather within 48 hours.
- A <u>Winter Storm Warning</u> is issued when a significant combination of hazardous winter weather is *occurring* or *imminent*.
- A <u>Winter Weather Advisory</u> is issued for any amount of freezing rain, or when 2 to 4 inches of snow (alone or in combination with sleet and freezing rain), is expected to cause a significant inconvenience, but not serious enough to warrant a warning.

Employees should take the following actions during a winter weather event:
- Check the county's operational status to determine if you need to report to work.
- Stay indoors during the storm and avoid any unnecessary travel.
- If you must drive:
  - Clear the snow off the roof of your car.
  - Increase your following distance and reduce your speed.
  - Allow extra time to reach your destination.
  - Keep others informed of your schedule and your route, stay on main roads, and avoid back road shortcuts.
  - Keep an emergency kit in your car with items like an ice scraper, extra blankets, sand or cat litter (for traction), and jumper cables.
- Walk slowly on snowy or icy walkways.
- Wear several layers of loose-fitting, lightweight, and warm clothing rather than one layer of heavy clothing. Wear a hat and cover your mouth with scarf to reduce heat loss. Change wet clothing frequently.

IV. TESTING AND MAINTENANCE

PLAN MAINTENANCE

The Office of Emergency Management and Homeland Security and departmental Facility Emergency Coordinators are responsible for developing, evaluating, maintaining, revising, and/or distributing the Facility Emergency Action Plan as reflected in the chart below:

	Method	Schedule
Evaluation	The Office of Emergency Management and Homeland Security and departmental Facility Emergency Coordinators will review and recommend changes to the template.	Annually
Maintenance	The Office of Emergency Management and Homeland Security will be responsible for maintaining the template. Departmental Facility Emergency Coordinators will be responsible for maintaining the facility-specific appendix with current information.	Annually
Revision	The Office of Emergency Management and Homeland Security will provide a complete revision to the template.	Annually

EMERGENCY TRAINING AND DRILLS

Departmental Facility Emergency Coordinators must distribute and/or train employees on this plan each year. Employees may also request and register for additional training courses offered by the Office of Emergency Management and Homeland Security and its partners by emailing emergency.management@montgomerycountymd.gov. Available courses include general emergency preparedness, active assailant preparedness, public access trauma care/bleeding control, cardiopulmonary resuscitation (CPR), and other topics.

Additionally, emergency evacuation/relocation drills must be conducted annually. The Office of Emergency Management and Homeland Security schedules drills for most county-owned facilities in coordination with the Department of General Services. Facility Emergency Coordinators of leased facilities and select county-owned facilities are responsible for scheduling and implementing these drills. Facility Emergency Coordinators, or their designee, must also submit an after-action report for each drill to the Office of Emergency Management and Homeland Security.

RECORDKEEPING

An up-to-date copy of the Facility Emergency Action Plan, including all appendices and attachments, will be maintained by every county department or office.

Records of employee training on the Facility Emergency Action Plan will be maintained for a period of five (5) years or per the department's recordkeeping guidelines, whichever is longer. Training records will be maintained locally by the department or office. Records of all emergency preparedness drills and exercises shall be maintained for at least five (5) years.

NOTICE OF CHANGES

The Notice of Changes will be prepared and distributed by the Office of Emergency Management and Homeland Security. Changes will be made in accordance with the process established under "Plan Maintenance." The Notice of Changes will include the date of the change, a summary of the change, and a change number. Upon publication, the change will be considered as part of the document. All changes will be noted in the table below.

Change Number	Date of Change	Summary of Change
1	01/15/2019	Edited Table of Contents. Added "Shelter in Place" FAQs. Updated template's formatting.
2	02/01/2019	Edits to "Employees with Functional Needs" section.
3	02/18/2020	Edits to "Active Shooter/Workplace Violence" section. Addition of "Escape a High-Rise Building Fire" section. Addition of "P.A.S.S. the Fire Extinguisher" section.
4	09/20/2022	Replaced "complete the County's Worker Safety Training Program" with "be familiar with the "Emergency Handbook for All Montgomery County Employees."
5	03/01/2023	Replaced "Run, Hide, Fight" with "Avoid, Deny, Defend."
6	09/05/2024	Comprehensive revision of the template, including: - Reorganization and reformatting of document into six sections. - Movement and/or removal of information to reduce duplication and ensure consistency with other OEMHS products. - Addition of the Chief Floor Warden position. - Addition of preparing for emergencies, emergency notifications/alarm systems, reporting emergencies, visitors and events, and returning to normalcy sections. - Addition of medical emergency, suspicious activity, and winter weather procedures.

Change Number	Date of Change	Summary of Change
		• Revision of active assailant, bomb threat, earthquake, fire/smoke, gas leak/hazardous materials, infrastructure/utility outage, and severe weather procedures. • Addition of an emergency procedures poster. • Revision of request for assistance form.
7	04/15/2025	• Added M-NCPPC Logo to cover. • Added M-NCPPC Risk Management numbers.
8	06/04/2025	• Example of Emergency Map WHQ Floor 12 • Assembly Areas for Building Floors

FACILITY-SPECIFIC APPENDIX

EMERGENCY TEAM CONTACT LIST

Facility Emergency Coordinator/ Building Management Team
The department point of contact responsible for assuring compliance with the Facility Emergency Action Plan Program requirements.

Dept.	Name	Email	Cell Phone Number
Facility Management	Lyndon E. Murray	lyndon.murray@mncppc-mc.org	301-461-9371
Facility Management	Ervin Juarez	ervin.juarez@montgomeryparks.org	240-265-4661
Facility Management	Eduardo Maniwang	eduardo.maniwang@mncppc-mc.org	301-351-4185
Facility Management	LaToya McCants	latoya.mccants@montgomeryparks.org	301-962-1635
Facility Management	Andrew K. Grizzle	andrew.grizzle@mncppc-mc.org	443-750-0154

Chief Floor Warden
The Chief Floor Warden is the on-site department representative responsible for guiding employee actions during an emergency. In coordination with the Floor Wardens, they oversee the implementation of emergency procedures until first responders arrive on scene.

Dept.	Name	Email	Cell Phone Number

Floor Wardens
The Floor Wardens are responsible for assisting with the evacuation of employees and visitors. Floor Wardens may serve as the Chief Floor Warden in their absence.

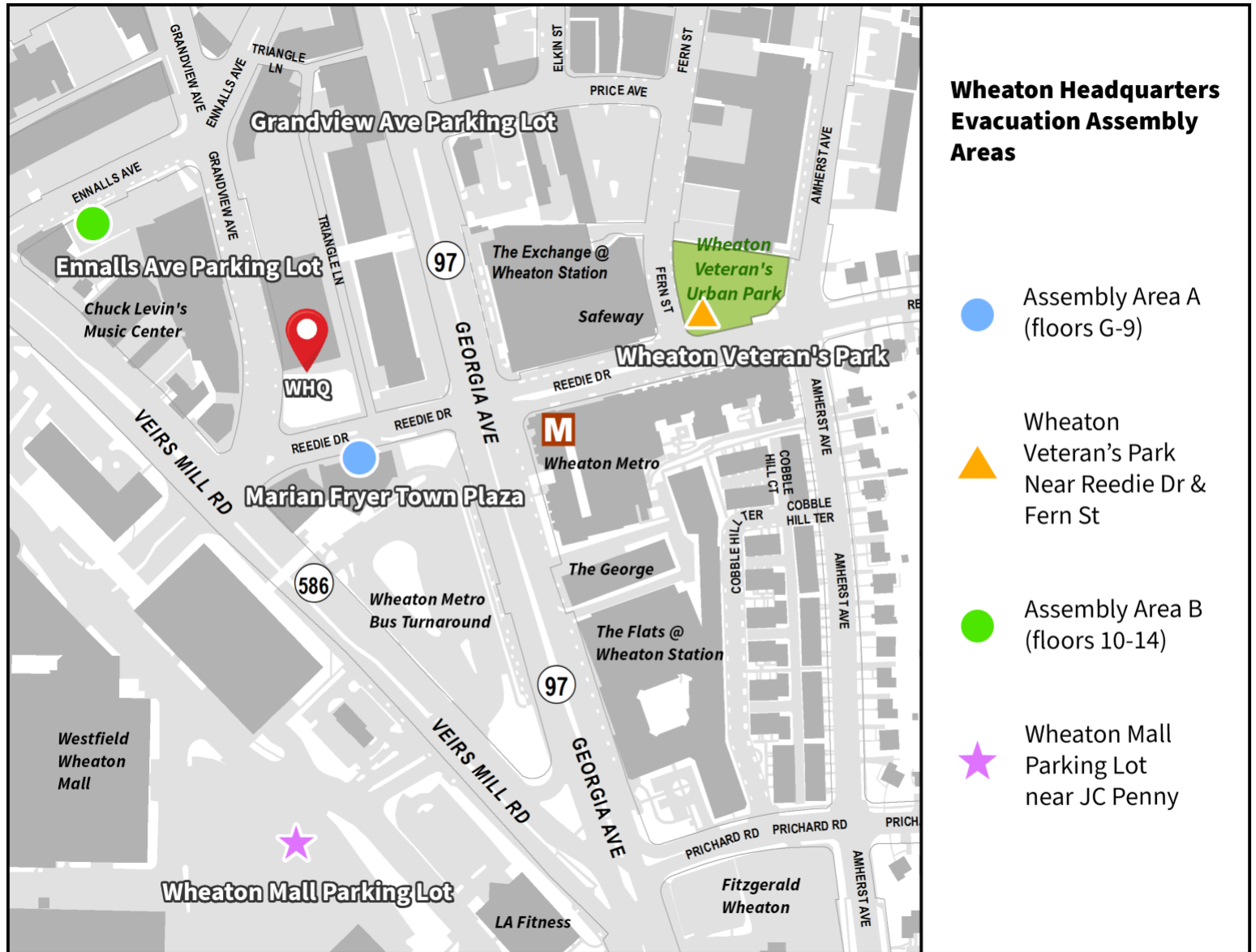| Area/Floor	Dept.	Name	Email	Cell Phone Number

INDIVIDUALS NEEDING ASSISTANCE

Work Area/Floor	Name	Email	Cell Phone Number

EVACUATION MAPS

Wheaton Headquarters 12th Floor (Example)

P Fire Alarm Pull Station
E Fire Extinguisher
D Automated External Defibrillator

ASSEMBLY AREA

Wheaton Headquarters Evacuation Assembly Areas

🔵 Assembly Area A (floors G-9)

🔺 Wheaton Veteran's Park Near Reedie Dr & Fern St

🟢 Assembly Area B (floors 10-14)

⭐ Wheaton Mall Parking Lot near JC Penny

EMERGENCY PROCEDURES

Last Updated: September 5th, 2024

ACTIVE ASSAILANT

- Avoid/move away from the threat quickly.
- Deny the assailant access. Lock and barricade door, turn off lights, silence phone, and stay out of sight.
- Defend yourself as a last resort. Be aggressive and committed to your actions.
- Call or text 9-1-1 when safe to do so.

BOMB THREAT

- If called in, do not hang up and keep caller on the line. Write down exact wording of threat. Use bomb threat checklist.
- If written, handle document as little as possible. Keep others away. Wash hands.
- If over social media/email, screenshot or copy message.
- Call 9-1-1 and follow directions of first responders.

EARTHQUAKE

- Drop to the ground, take cover under a table, and hold on until shaking stops.
- Evacuate if building is damaged or other hazardous conditions exist. Call 9-1-1.
- Expect aftershocks.

FIRE/SMOKE

- If you detect fire/smoke, pull fire alarm and call 9-1-1.
- Evacuate to nearest exit. Do not use elevators. Close, but do not lock doors.
- If assistance is needed, go to area of rescue assistance and call 9-1-1.
- Report to and remain at assembly area until all-clear is given.

GAS LEAK/HAZMAT

- If leak is outdoors, stay inside.
- If leak is indoors, evacuate to assembly area.
- Call 9-1-1 and follow police/fire direction.

UTILITY OUTAGE

- Report outages to DGS (240-777-7777).
- If dangerous conditions exist, evacuate and call 9-1-1.

MEDICAL EMERGENCY

- Make sure you are safe before assisting.
- Call 9-1-1. Remain on the line.
- If necessary, grab nearest AED or bleeding control kit. Follow instructions inside kit.
- Ask bystanders to meet and direct first responders to patient.
- Do not move patient unless trained.

HAZARDOUS WEATHER

- Seek shelter if you hear thunder, see lightning, or receive severe thunderstorm/tornado warning.
- Go inside sturdy building, interior room/hallway on lowest floor away from windows.
- Never drive/walk through flooded areas.
- Pay attention to alerts/warnings.

SUSPICIOUS ACTIVITY

- Report threats, unauthorized access, testing of security, and other suspicious *behaviors* (not appearances) to police.
- Call 9-1-1 for objects purposely hidden, obviously suspicious (wires/electronics), and/or unusual for location.

MY LOCATION: TYPE HERE

ASSEMBLY AREA: TYPE HERE

IMPORTANT NUMBERS:
Emergency...............................911
Non-Emergency......301-279-8000
Facilities Mgmt.......240-777-7777

EMERGENCY MANAGEMENT AND HOMELAND SECURITY
MONTGOMERY COUNTY, MARYLAND

ReadyMCG

For more information and training, visit montgomerycountymd.gov/oemhs.

REQUEST FOR ASSISTANCE FORM
Created: September 5th, 2024

DESCRIPTION

As part of the Facility Emergency Action Plan (FEAP) Program, this form is to be completed voluntarily by Montgomery County Government and Maryland National Capital Park & Planning Commission and employees requesting assistance in the event of an emergency evacuation. If you do not need assistance, you do not need to complete this form. Federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan. The Americans with Disabilities Act has provisions that require employers to keep medical information about applicants and employees confidential. These provisions, however, include an exception that allows an employer to share medical information with first aid and safety personnel. This exception allows an employer to share information about the type of assistance an individual needs in the event of an evacuation with medical professionals, facility emergency coordinators, floor wardens, colleagues who have volunteered to act as "buddies," building security officers who need to confirm that everyone has been evacuated, and other non-medical personnel who are responsible for ensuring safe evacuation. These individuals are entitled to the information necessary to fulfill their responsibilities under the employer's emergency evacuation plan. The information you provide will be kept confidential and shared only with those who have responsibilities under the facility's emergency action plan.

EMPLOYEE INFORMATION

1. Name: _____ 2. Email: _____
3. Area/Floor: _____ 4. Cell Phone: _____

TYPE OF ASSISTANCE REQUESTED

Please indicate your need for assistance in the event of an emergency evacuation. In most instances, we do not need to know the details of your medical condition unless you feel we need to know it. You may also want to indicate any special health issues, medications, equipment, or devices (e.g., an assisted wheelchair carrier strap or a mask because of a respiratory condition) in the event of an emergency. We will not assume you need any type of assistance unless you indicate that you do.

IMPORTANT: If you are within the stairwell and need assistance from Fire/Rescue to travel down the stairs, you must call 9-1-1 and inform dispatch where you are within the building.

	YES	NO
5. Can the employee evacuate themselves with an assistive device or aid?	☐	☐

If yes, please describe: _____

Where will the assistive device be located? _____

REQUEST FOR ASSISTANCE FORM
Created: September 5th, 2024

	YES	NO
6. Does the employee need the assistance of another person to evacuate?	☐	☐

What does the assistant(s) need to do?

	YES	NO
Will the assistant(s) need specialized training?	☐	☐
Has this training been completed?	☐	☐

Where will the assistant(s) meet the employee requiring assistance?

When and how will the employee requiring assistance contact the assistant(s)?

Provide the name(s), email(s), and cell phone numbers of the assistant(s).

	YES	NO
7. Does the employee have a service animal?	☐	☐
Will the service animal need assistance during an evacuation?	☐	☐

8. (Optional) Additional Comments:

SIGNATURE

By signing this, I hereby give permission to Montgomery County Government and Maryland National Capital Park & Planning Commission to share information with first aid, safety personnel, floor wardens, "buddies", and others as necessary about my need for assistance during an emergency evacuation. I understand that self-identification for assistance is voluntary. I further understand that a designated staff member will contact me to confirm this request, and if necessary, to obtain more detailed information.

Employee Signature: _____ Date: Click or tap to enter a date.

Once completed, please return this form to your immediate supervisor and/or facility emergency coordinator.