



CROWNSVILLE MULTI-SERVICE CENTER

EMERGENCY RESPONSE, PREPAREDNESS AND EVACUATION PLAN

PURPOSE

This emergency response, preparedness, and evacuation plan is for the Crownsville Multi-Service Center building, located at 100 Community Place, Crownsville, MD 21032.

The Department of General Services (DGS), Maryland Capitol Police and DGS Office of Emergency Management are committed to providing guidance regarding the safety of personnel and visitors to the Crownsville Multi-Service Center.

The following preparedness and evacuation plan is intended to assist with the accountability, notifications, emergency personnel, equipment, training and exercises, and evacuation/shelter-in-place of employees and visitors to state facilities.

PARTICIPATING AGENCIES

Maryland Capitol Police

Department of General Services

Department of Information Technology

Governor's Office of Performance Improvement

Governor's Office of Crime Control and Prevention

Governor's Office of Deaf and Hard of Hearing

Governor's Office of Minority Affairs

Governor's Office of Children

Governor's Grants Office

Governor's Policy Office

Maryland Environmental Trust

Maryland Historical Trust

IMPORTANT INFORMATION

Building Address: 100 Community Place, Crownsville,
Maryland 21032

100 Community Place Front Desk Security Number:
410-697-9230

Department of General Services Police Number:
410-260-2911

Fire and Ambulance Services Number:

911

Table of Contents

I. Plans, Standard Operating Procedures & Policies...

a. Overview

- b. Lead Building Coordinator
- c. Floor Wardens
- d. Safety Coordinators
- e. Roles and Responsibilities for On-site and Off-site Personnel
- f. Superintendent
- e. Agency Health and Safety Specialist
- f. Department of General Services' Work Control Center
- g. Maryland Capitol Police

II. Employee & Visitor Identification Policy 6

III. Notifications 6

IV. Emergency Equipment 7

V. Training and Exercises 7

- VI. a. Evacuation Drills
- b. CPR and AED
- c. Active Shooter Training
- d. Incident Command System

VII. Evacuation and Shelter-In-Place 8

- a. General Evacuation Procedures
- b. Mass Evacuation Procedure
- c. Biochemical Threat
- d. Bomb Threat
- e. Fire
- f. Fire Extinguisher Operation
- g. Medical Emergencies
- h. Threatening Behavior
- i. Shelter-In-Place (Violent Person)
- j. Severe Weather
- k. Power Outages

VIII. Appendices 20

- a. Building Floor Maps
- b. Outside Assembly Areas
- c. Key Personnel Contact Information

PLANS, STANDARD OPERATING PROCEDURES, AND POLICIES

OVERVIEW

The Annapolis Public Buildings and Grounds Division (the Annapolis Capitol Complex) of the Department of General Services' Facilities Operations and Maintenance (FOM) is responsible for the Crownsville Multi-Service Center. The Crownsville Multi-Service Center is located at 100 Community Place, Crownsville, MD 21032. The Crownsville Multi-Service Center is 155,900 gross square feet of office space and was built in 1991.

The Crownsville Multi-Service Center Preparedness Plan is the comprehensive plan that addresses safety concerns for all personnel working and visiting within the building. This Preparedness Plan incorporates the safety of people with disabilities and others with access and functional needs and available to all staff working at the Crownsville Multi-Service Center.

This is a site-specific, edited version of the Department of General Services' emergency response plan. This plan is written solely for the Crownsville Multi-Service Center and only contains contact information for those employees and visitors to the location. This plan is a part of the facility Health and Safety Plan and describes potential emergencies at this site, procedures for responding to those emergencies, roles and responsibilities during emergency response and training that workers must receive to follow emergency procedures. The complete Emergency Response Plan is on file with the Annapolis Capitol Complex Health and Safety Specialist.

LEAD BUILDING COORDINATOR:

Each tenant agency should appoint a lead building coordinator for their Department who is responsible for assessing site conditions in their respective areas and directing and controlling emergency response activities in accordance with the site emergency response plan. The lead building coordinator works in cooperation with the Superintendent of FOM, the Health and Safety Specialist (HSS) and MCP. The lead building coordinator is responsible for ensuring the implementation of preventive and emergency procedures and accountability of site personnel and visitors to their respective areas and will notify the appropriate emergency response units and management staff in accordance with the emergency response plan. These responsibilities are carried out through the designation of safety coordinators and floor wardens.

Additional duties of the lead building coordinator include: assisting with input into the development and review of the emergency response plan; coordinating with the Superintendent and Health and Safety Specialist to schedule emergency response drills,

ensure effective emergency response to and evacuation of the site, and integrate site emergency response plans with the disaster, fire, and /or emergency response plans of local, state, and federal organizations and agencies. Contact information for the CY17 Crownsville Multi-Service Center lead building coordinator can be found in Appendix C.

FLOOR WARDENS

The lead Building Coordinator may designate or obtain volunteers to serve as floor wardens for the areas of the building that they occupy. Floor wardens are responsible for directing and coordinating preventive and emergency response actions during emergencies. Floor wardens are very critical in preventive and emergency situations because of their familiarity and knowledge of operational functions and personnel in their areas.

Additional duties of the Floor Wardens include: ensure emergency communications and procedures are implemented, reporting hazardous conditions, participate in drills and rehearsals, disseminate emergency and safety information to occupants, ensure procedures for functional/special needs personnel are implemented, instruct and account for occupants and visitors during evacuations.

Contact information for the CY17 Crownsville Multi-Service Center Floor Wardens can be found in Appendix C.

SAFETY COORDINATORS:

The lead building coordinator may designate or obtain volunteers to serve as safety coordinators from each agency and/or department in the building. Safety coordinators serve as liaisons between their department staff, floor wardens and the lead building coordinator

Contact information for the CY17 Crownsville Multi-Service Center Safety Coordinators can be found in Appendix C.

ROLES AND RESPONSIBILITIES FOR ON-SITE AND OFF-SITE PERSONNEL:

DGS Facilities, Operations and Maintenance (FOM) for the Annapolis Capitol Complex, including the Crownsville Multi-Service Center, in cooperation with the Maryland Capitol Police (MCP) and the Building Coordinators and Floor Wardens of tenant agencies are responsible for implementing the emergency response plan and coordinating emergency response activities on the site in accordance with the facility Incident Command System (ICS). The National Incident Management System has been adopted and shall be used for all emergency management functions. The Unified Command Staff provides specific direction for emergency action based upon information available regarding the incident and response capabilities and initiates emergency procedures, including protection of the public and notification of

appropriate authorities. Roles and responsibilities may differ depending on the nature of the emergency.

In the event of an emergency, site personnel are evacuated and do not participate in emergency response activities, except as indicated below:

- Limited on-site emergency response activities
- Initiation of evacuation procedures
- Communication with responders outside of site
- Initial responder/notification
- Firefighting incipient (with fire extinguishers)
- Safeguards for special need

SUPERINTENDENT:

The Superintendent of Annapolis Public Buildings and Grounds has responsibility and authority to direct all facility management work operations. The Superintendent coordinates facility activities through the use of the FOM management staff, and the Building Coordinators/Safety Coordinators/Floor Wardens who are representatives from each agency housed in the complex. The Superintendent also oversees and administers the Facility Maintenance Program, safety and health functions with the Agency Health and Safety Specialist of the complex, has the authority to oversee, implement and update the emergency response plan.

Contact information for the Crownsville Multi-Service Center Superintendent can be found in Appendix C.

AGENCY HEALTH AND SAFETY SPECIALIST (AHSS):

The Agency Health and Safety Specialist is responsible for assuring development and implementation of this plan and assess compliance. The AHSS is readily accessible to the site during all work operations and has the responsibility to assess unsafe conditions and recommends corrective actions. The name and contact information for the AHSS can be found in the appendix. Responsibilities of the AHSS are as follows:

Managing the safety and health functions on this site; serving as the site's point of contact for safety and health matters; ensuring site monitoring, worker training, and effective selection and use of PPE; assessing site conditions for unsafe acts and conditions and recommending corrective actions; assisting the preparation and review of this plan; maintaining effective safety and health records as it pertains to the building; coordinating with the Building Coordinators/other Designated Emergency Personnel/Floor Wardens.

Contact information for Agency Health and Safety Specialist can be found in Appendix C.

DEPARTMENT OF GENERAL SERVICES' WORK CONTROL CENTER:

The Department of General Services' Work Control Center administers a work order system where emergencies and unsafe conditions are reported, tracked, dispatched and investigated. The Work Control Center is under FOM and reports to the Superintendent. For contact information, see Appendix C. The Work Control Center has the ability to communicate with Maryland Capitol Police and other DGS emergency personnel.

MARYLAND CAPITOL POLICE (MCP):

The Annapolis Detachment of the Maryland Capitol Police (MCP) provides law enforcement and security for the Crownsville Multi-Service Center. The MCP and security officers are responsible for managing and maintaining site security. Responsibilities include conducting

routine area patrols; law enforcement; controlling facility access and egress; assisting with communication during an emergency; security accidents/incident scenes; maintaining a log of site access, egress and escort for fire and medical emergency personnel.

DGS Police Contact Information
Main Line: 410-260-2911
Crownsville lobby: 410-697-9230

The Maryland Capitol Police Communication Center in Annapolis receives and dispatches the facility's MCP police staff and security personnel.

EMPLOYEE AND VISITOR IDENTIFICATION POLICY

The Crownsville Multi-Service Center Preparedness Plan addresses the identity of employees and visitors who are in the Crownsville Multi-Service Center. The Maryland Capitol Police enforces accountability procedures at all times, and the Agency Health and Safety Specialist assures compliance.

| STATE EMPLOYEES |
|--|
| Employees who enter the Crownsville Multi-Service Center must display their employee identification badge, and wear it on their outermost garment, in the area of the upper chest, visible at all times (COMAR Title 04.04.02.06 (B) 3a.). |

| VISITORS |
|--|
| Visitors must provide valid photo identification to the Maryland Capitol Police/Security Officer at each checkpoint. After verification, each visitor will be given a visitor's pass. The visitor's pass must be displayed on the outermost garment, in the area of the upper chest, visible at all times. |

NOTIFICATIONS

EMERGENCY ALERTING, COMMUNICATION

Upon discovering an emergency situation, personnel should either call 911 or notify the Maryland Capitol Police (MCP) or DGS Facilities Operations and Maintenance (FOM) who will dispatch the appropriate personnel to evaluate available information and initiate response. Employees are alerted to emergencies through the use of various emergency communication methods.

| Type of Notification | Location | How notification is used: |
|--------------------------------|----------------------------------|---|
| Fire Alarm Notification System | Throughout building | Pull stations, smoke and heat detectors |
| Emergency email listing | Employees of building | Sent out by DGS staff |
| Nixle | Cell phone, email, text messages | Sent out by MCP staff |

EMERGENCY EQUIPMENT

The equipment listed below is available in the Crownsville Multi-Service Center. The Department of Information Technology also maintains two data centers that are covered by non-standard fire systems. Training for use of the listed equipment is provided or coordinated by the Maryland Capitol Police to facility personnel upon request. The available equipment and location is outlined below. Refer to Appendix B for maps.

- **First Aid Equipment** - located with the Maryland Capitol Police or division leaders
- **Automated External Defibrillator (AED)** - located in the main lobby with the Maryland Capitol Police
- **Fire Extinguishers** – located throughout the building (see Appendix B)
- **Smoke Detectors** - located throughout the building
- **Automatic Sprinkler Systems** - (inspected and maintained in accordance with fire codes) located throughout the building.
- **Communications Systems** - the Governor’s Office of Deaf and Hard of Hearing has visual alert systems installed
- **Showers** – located in the ground level of the building

TRAINING AND EXERCISES

EVACUATION DRILLS

At a minimum, evacuation drills will be carried out at each state facility once per year. It is recommended that an additional drill is scheduled that addresses a sheltering in place scenario.

CPR AND AED

Classes are routinely offered and taught by certified Maryland Capitol Police staff. For more information, please email your request to mcp@maryland.gov.

ACTIVE SHOOTER TRAINING

Classes are routinely offered and taught by certified Maryland Capitol Police staff. For more information, please email your request to mcp@maryland.gov.

INCIDENT COMMAND SYSTEM

Incident Command System (ICS) course IS-100.b is strongly encouraged for the Facility Liaison Officers, Emergency Response Coordinators and Floor Wardens.

The following link is for the FEMA ICS course: <https://training.fema.gov/is/crslist.aspx>. This is a free, independent study course which can be taken after registration and receipt of a student ID.

EVACUATION AND SHELTER-IN-PLACE

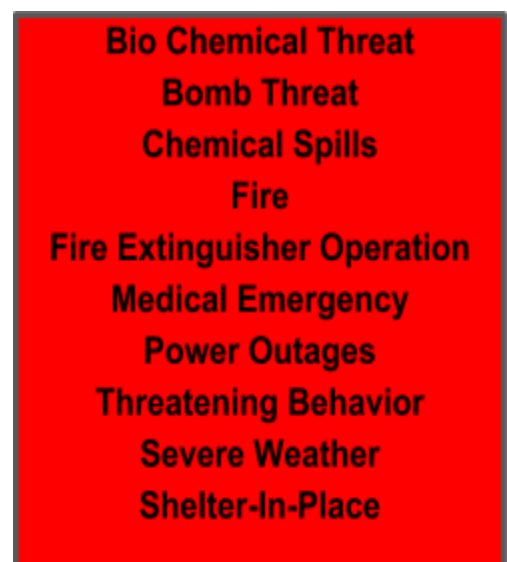
EMERGENCY SITUATIONS

The following instructions provide guidance on the appropriate actions to take in different types of emergencies.

Note: no instruction is so inclusive that every situation is covered entirely. These are general starting points and should be tailored as situations demand.

Please become familiar with these guidelines and review them on a regular basis.

In all cases, **DO NOT PANIC**. Staying calm helps to focus on required actions. Prompt and appropriate action can save lives.



GENERAL EVACUATION PROCEDURES

Initiate Evacuation as follows:

- Report emergencies to MCP Police at **410-260-2911**
- Evacuate using your designated stairwell
- Elevators shall **not** be used in a fire emergency
- Personnel without prescribed duties shall immediately evacuate the building following the instructions of the Emergency Response Coordinator and Floor Wardens in a calm and orderly manner

Floor Wardens

- Should walk through all offices, closets, restrooms and out of the way areas to ensure all personnel have been alerted to evacuate
- Should standby in stairwell with special needs persons that will need assistance to leave building. First note that you must alert MCP of the location of persons who need assistance
- Once walk through is complete, report areas clear to MCP as they evacuate

Evacuation of Special Needs Personnel

- Should be accomplished after the majority of the floor population has cleared to prevent impeding traffic, or taken inside of stairwell to await removal by the fire department if conditions allow
- Should never be left unattended during emergency situation
- Emergency staff must be kept informed of their location at all time

MASS EVACUATION PROCEDURE

This evacuation procedure has been formulated to provide for the most expedient egress from the building. Evacuation floor plans specific to each floor have been posted at each stairwell in the building for reference by building occupants. Areas of assemble are outline below. An evacuation assembly map can be found in Appendix B.

| Floor Number | Evacuation Assembly Point |
|--------------|---|
| Ground | Evacuate from the rear of the building and follow the signs in main parking lot to row four |

| | |
|--------------|---|
| First Floor | Follow the signs in main parking lot to row one |
| Second Floor | Follow the signs in main parking lot to row two |
| Third Floor | Follow the signs in main parking lot to row three |
| Fourth Floor | Follow the signs in main parking lot to row four |

Take all alarms seriously – your life and the lives of other may depend upon your prompt action. You do not know if the alarm is real or was inadvertently caused.

Locate stairways, exits, fire extinguishers, AEDs and first aid kits in advance of an emergency.

Learn alternate ways out of the building in case your normal route is blocked. Floor plans are posted near stairwells and entryways.

Recognize the sound of alarms. Make sure that hearing impaired employees and visitors are aware that the alarm has sounded.

Evacuate immediately when the alarm activates or when asked to do so by designated emergency staff, or emergency personnel (Fire/Police).

Take personal items with you **if** they are within reach at the time of the alarm. **DO NOT** go back to your work area to retrieve them if you are in another part of the building/complex. **DO NOT** delay in evacuating to retrieve personal possessions.

Stay Calm and Be Alert – do not run or push.

Floor Wardens should open doors carefully. Check for heat by touching the door surface with the back of your hand – not your palm. A hot surface indicates that a fire could be behind the door.

DO NOT USE THE ELEVATORS. Go immediately to the designated stairwell for your area. Use the handrails provided in the stairwell and watch your footing. Stay to one side of the stairwell and be prepared to allow emergency personnel that may be trying to go upstairs, to pass you.

For the purpose of emergency evacuations, special needs persons are considered to be those having any physical condition(s) rendering them unable to walk down the stairwells without assistance. These conditions are **not** solely restricted to persons confined to wheelchairs.

The decision in evacuating special needs personnel will be based solely on conditions that arise during the emergency. Special needs personnel in the buildings are to be evacuated by facility personnel only if deemed necessary. During all fire alarm activations, special needs persons should be take inside designated area of rescue assistance. A staging area is one that provides relative safety to its occupants while potential emergencies are assessed, decisions are made, and mitigating activities are begun.

Emergency response personnel will be dispatched to these areas to look for and assist the employees and the Emergency Response staff that are accompanying these employees. This is why it is imperative that all Emergency Response staff report the locations of any individual with functional or other special needs to the Maryland Capitol Police command center. Functional needs or physically challenged personnel should never be left unattended during emergencies.

BIOCHEMICAL THREAT

Be vigilant. Letters of packages suspected of containing biochemical agents, bombs, or other harmful items often have suspicious characteristics.

For the purpose of this guide, suspicious items may be defined as follows:

- Letters and packages that have been identified by the mailroom or others, which meets criteria in identifying suspicious parcels and letters below.
- Containers that are discovered in locations where they would not be expected under normal conditions. Some examples could include; unlabeled chemical container, medical vial, briefcase, luggage, bookbag, or a closed box with no identifiable markings located near entranceways, exits hallways, cafeteria or vending areas, lounges, or outside buildings.
- Any item that appears out of place and cannot be identified or traced to someone or some activity.

What to do with a suspicious package, letter or container:

- Do not panic. It is important for all your actions to be careful and deliberate.
- Do not move or disturb the item.

- If you know or suspect the item to be an explosive device or to contain a hazardous substance, isolate the area and evacuate all personnel from the immediate area or building. Do not permit reentry until potential for personal injury has been eliminated.
- Contact the Maryland Capitol Police and your supervisor as soon as possible.
- **Do not use radios or cell phones. Turn off all cell phones, radios.**

NOTE: An area with a suspicious package is now a potential crime scene; therefore, it is absolutely essential that you prevent the area from being disturbed. If in doubt and an immediate decision must be made, isolate the area.

Immediately call the Maryland Coordination and Analysis Center (MCAC) at 1-800-492-TIPS (8477) and report the circumstances. Personnel there will direct the appropriate law enforcement and emergency response resources to your location. Notify your supervisor of what you have found and that you have notified MCAC.

Protecting yourself and others from exposure to an unknown material:

- Do not touch, move or attempt to clean up the unknown material.
- Isolate the area immediately and prohibit entry by anyone except emergency personnel.
- Place gloves and any other items worn (i.e. shoes, outer clothing) that have come in contact with the unknown material in zip lock type or clear trash bags. Keep all items for law enforcement and health officials.
- All persons who may have had contact with the unknown material should wash their hands with soap and warm water. They should shower with soap and warm water as soon as possible. Do not use bleach or other disinfectants. Showers are located on the ground level of the Crownsville building.
- List names and contact information for all persons who are known to have come in contact with the unknown material. Provide information to law enforcement and health officials.
- Carefully follow the instructions provided by law enforcement and health officials.

Identifying suspicious parcels and letters:

- Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious of the following typical characteristics postal inspectors have detected over the years. The following are characteristics of parcels or letters, which should trigger suspicion and include those that:
 - Are unexpected or from someone unfamiliar to you.
 - Have no return address, or have one that cannot be verified as legitimate.
 - Are marked with restrictive endorsements, such as “Personal”, “Confidential” or “Do Not X-ray”.
 - Have protruding wires or aluminum foil, strange odors or stains.
 - Show a city or state in the postmark that doesn’t match the return address.
 - Are of unusual weight, given their size, or are lopsided or oddly shaped.
 - Are marked with any threatening language.
 - Have inappropriate or unusual labeling.
 - Have excessive postage or excessive packaging material such as masking tape and string.
 - Have misspellings of common words.
 - Are addressed to someone no longer with your organization or are otherwise outdated.
 - Have incorrect titles without a name.
 - Are not addressed to a specific person.
 - Have handwritten or poorly typed addresses.

BOMB THREATS

All bomb threats shall be treated as if an explosion will result. There is no way to guess which threat is real and which threat is a hoax. Until such time that the threat has been investigated and the authority having jurisdiction has declared that the threat has been mitigated, follow the procedures outlined below:

If you receive a threat by telephone, remain calm. Be firm and ask:

- Where is the bomb located?
- What does it look like?
- When is it set to explode?
- How is it deactivated?
- Why was the bomb placed here?
- What is your name?

Listen to the voice and note any identifying characteristics (raspy voice, lisp, accent, etc.)

Immediately write down everything you can remember about the call and notify the Maryland Capitol Police at 410-260-2911. Take your notes with you when you evacuate. Notify the emergency response personnel for your area and follow their instructions.

If you receive a written threat:

- Handle the letter and any envelope as little as possible.
- If the threat is not immediate, notify the emergency response personnel for your area and the Maryland Capitol Police.
- If the threat is immediate notify the Maryland Capitol Police first, and then the emergency response personnel for your area.

If the threat is determined to be credible, employees and visitors should evacuate the facility in an orderly manner, following the evacuation procedures.

Do not touch any suspicious item.

Do not walk past the suspected device unless it is absolutely necessary for evacuation.

If you must pass in the proximity of the suspected device, do not disturb the crime scene.

FIRE

The primary response action for fire emergency for occupants is total egress of the fire area. The following instructions are not sequential, but should occur simultaneously with the assistance of others:

Upon Discovery of Fire (REACT):

1. **R**- Remove persons in immediate danger
2. **E**- Ensure doors to the fire areas are closed.
3. **A**- Activate the building's fire alarm system.

4. **C**- Call for help **410-260-2911** or **911** to alert MCP or the fire department.
5. **T**- Treat all fires as dangerous (do not hesitate).

Remember – smoke rises. If smoke is present, stay low and crawl on the floor if possible. However, be aware that in certain situations involving certain gases or toxic chemicals, vapors can sink to the floor. Cover your nose and mouth with a wet towel or clothing, if possible.

Remain calm. Alert your fellow employees and visitors by activating the fire alarm system.

Manually activate a fire alarm pull station, which are typically located at each stairwell exit door on each floor, as well as at various locations throughout the floor. **Activating the alarm will not notify the fire department or 911.** Access to these devices must be available at all times. An audible alarm accompanied by strobe lights will be initiated once the alarm is pulled.

Take the time to learn the location of these devices and how they operate.

After activating the fire alarm system, retreat to an area of safety and call **410-260-2911**. The fire alarm system does not notify the fire department.

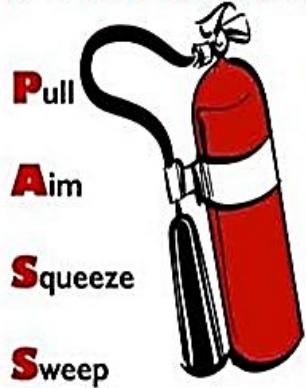
After you have activated the alarm system and called **2911** or **911**, you can make the decision to leave the building or, if you determine that the fire is small enough, you can choose to use a fire extinguisher to suppress the fire. If you do choose to fight the fire, provide yourself with an escape route. If you cannot control the fire with one extinguisher, or if the fire is too large for you to suppress, you should evacuate the building. Use of the fire extinguisher should be limited to small trash can fires or to open up a means of egress that is blocked by fire.

FIRE EXTINGUISHER OPERATION

The fire extinguishers in the facility are rated ABC. They have been strategically placed to provide a travel distance not greater than 75 feet from any point in your facility. Building occupants should note their locations and be familiar with the operating instructions of the units found in their facility. ABC dry chemical extinguishers suppress fires by dispensing a coat of non-flammable, and non-electrically conductive powder over the fuel, separating it from the heat and oxygen needed for combustion.

The following illustrates the correct operation of an extinguisher using the “PASS” method:

Remember!



Pull the pin: This will allow you to discharge the extinguisher.

Aim at the base of the fire: Hit the fuel...if you aim at the flames, the extinguishing agent will pass right through and do no good.

Squeeze the top handle: This depresses a button that releases the pressurized extinguishing agent.

Sweep from side-to-side until the fire is completely out: Start using the extinguisher from a safe distance away and then slowly move forward. Once the fire is out, keep an eye on the area in case it re-ignites.



MEDICAL EMERGENCIES

Familiarize yourself with the location of medical equipment, including personal protection equipment (PPE), before a medical emergency arises. Each agency may supply a first aid kit for their staff.

If the need for medical assistance occurs, and you are a **qualified first aid provider**, begin to render aid as soon as possible.

Send a fellow employee to contact the Maryland Capitol Police, either by telephone at **410-260-2911** or by going to the security desk in the lobby. If you are alone, contact the Maryland Capitol Police before you begin to render aid to get additional help as soon as possible.

All Maryland Capitol Police are state trained and certified in first aid procedures and the proper use of the AED (Automatic External Defibrillator) equipment that is located at each building.

Always use PPE to prevent the spread of blood borne pathogens or other infectious diseases.

Stay with the victim until emergency medical technicians or other professional assistance arrives.

THREATENING BEHAVIOR

Confrontational situations can arise involving you and the general public or a disgruntled employee. If you observe a confrontation and you are not directly involved:

- Remain calm.
- Do not confront the situation yourself.

- Immediately contact Maryland Capitol Police.
- Notify your supervisor as soon as possible

If you are directly involved with a confrontation:

- Remain calm.
- Attempt to signal someone to assist you.
- Try to move away from the threatening party.
- Attempt to place some object, a desk or counter, between you and the assailant.
- Do not antagonize or otherwise try to escalate the situation.
- Contact Maryland Capitol Police as soon as possible.
- Notify your supervisor as soon as possible.

SHELTER-IN-PLACE (VIOLENT PERSON)

In the event of the presence of a person or persons deemed by Maryland Capitol Police to be a threat to the building/complex, a decision to Shelter-in-Place would be made by Maryland Capitol Police Chief or Deputy Chief. This is the preferred method of keeping people out of harm's way, controlling pedestrian traffic on the complex, and controlling access to the building.

Upon receiving notification to Shelter-in-Place:

- Stay in your room/office.
- Notify those around you, and encourage others to remain in their room/office rather than trying to leave the building.
- Lock or blockade the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows and stay below windowsill level.
- Check your email, agency website, cell phone, for information.
- If a television is available, turn it on, but turn off the volume.
- Use your cell phone, but turn it to silent mode.
- Report any suspicious activity, sounds or smells to the Maryland Capitol Police (**410-260-2911**)

- Only come out when you recognize the authority directing you to do so.

SEVERE WEATHER

Severe weather can happen at any time. Preparedness is important for any severe weather emergency situation. Use local alerts and warning systems to get information and expert informed advice as soon as available. More information about severe weather may be found on <http://www.ready.gov>.

Thunderstorms and Lightning:

All thunderstorms are dangerous. Every thunderstorm produces lightning. Below are some general tips:

- Avoid contact with corded phones and devices, including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are okay to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
- If you are 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 the vehicle.

Tornadoes:

Remain alert. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado. Below are tips for dealing with a tornado:

- Do not attempt to leave the building.
- Follow directions of the emergency response personnel.
- Stay away from windows. Do not open windows.
- Move to an underground area, such as the basement. If you cannot get to this area, seek shelter in the center of a small room on the lowest level of the building (closet, interior hallway, stairwell) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

Earthquakes:

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors:

- **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.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors:

- Stay outdoors.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there and sit/lay down until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

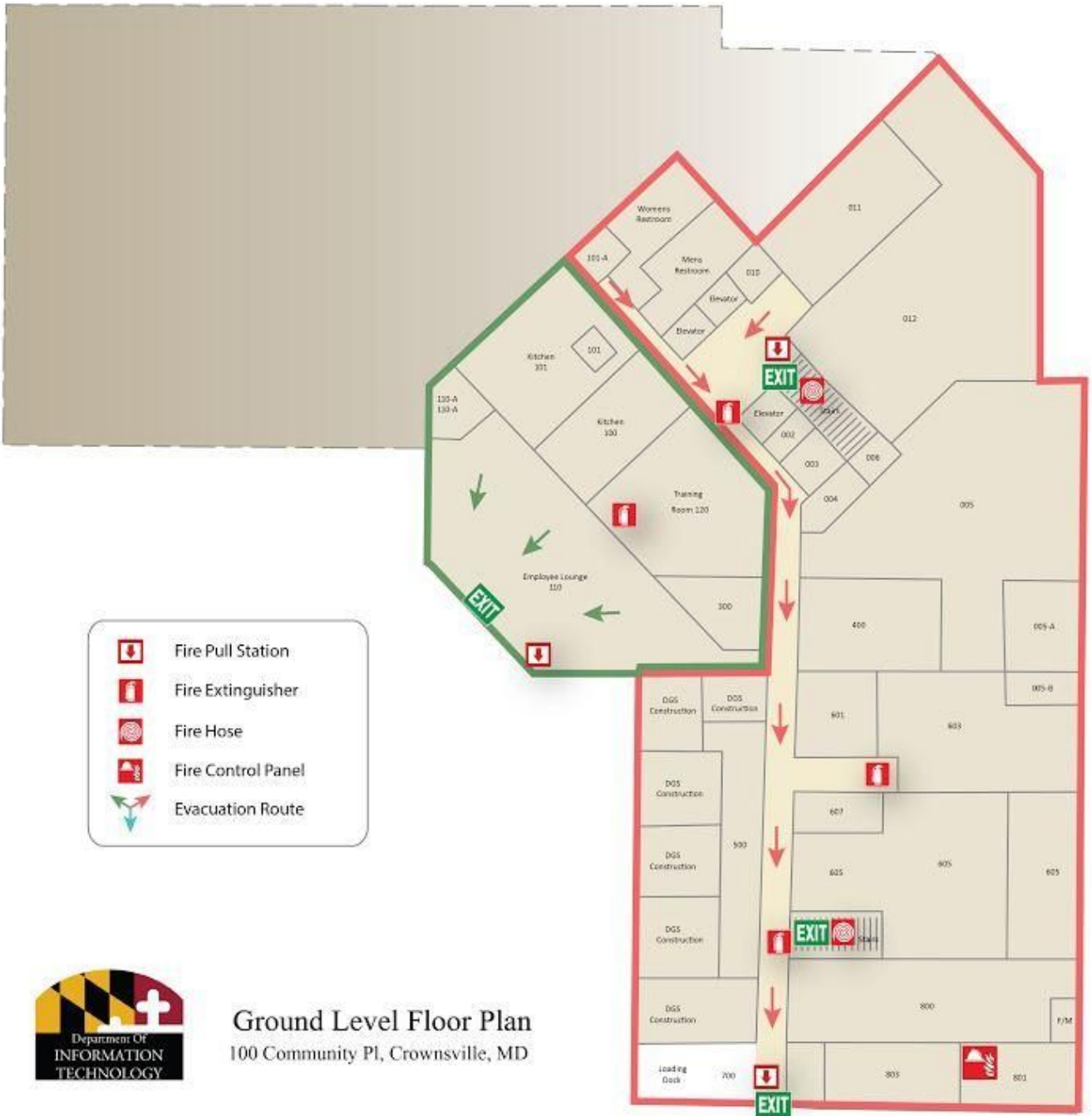
POWER OUTAGES

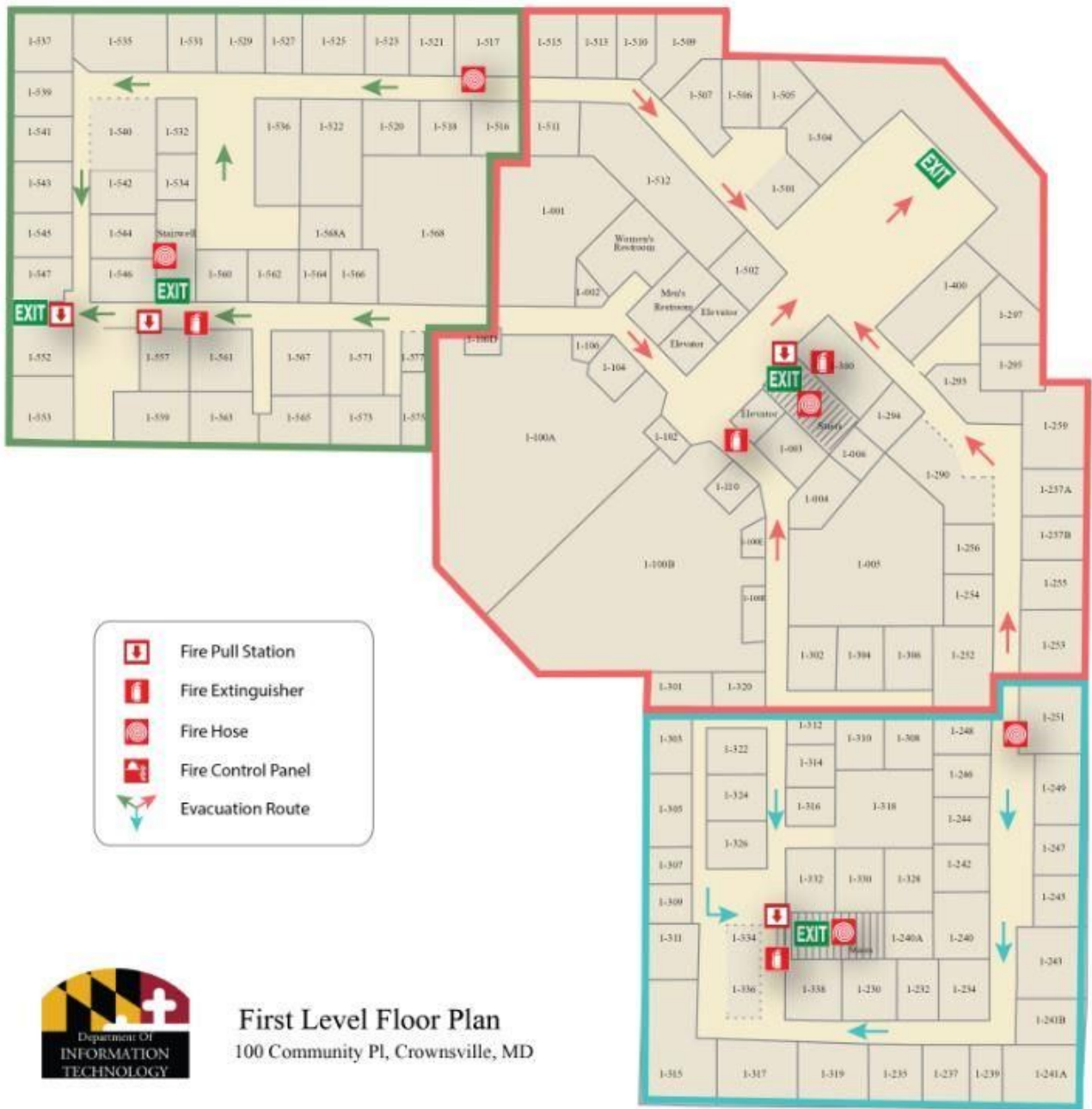
Power outages in most buildings are generally an inconvenience rather than a life-threatening event. The Crownsville Multi-Service Center building is provided with emergency generators and/or emergency lighting. However, if these fail, observe the following guidelines:

- Remain calm.
- Stop what you are doing and remain motionless for a few minutes. Allow your eyes to adjust to the absence of light.
- If you absolutely need to move from your position, move slowly and carefully. The chance of receiving an impact injury or suffering a fall is greatly increased as visibility is reduced.
- To avoid possible damage when the power returns, shut off your computer, radio, or other electronic devices.
- Report the power outage to DGS Facilities, Operations, and Maintenance Work Control Center. (410-260-2929).

APPENDICES

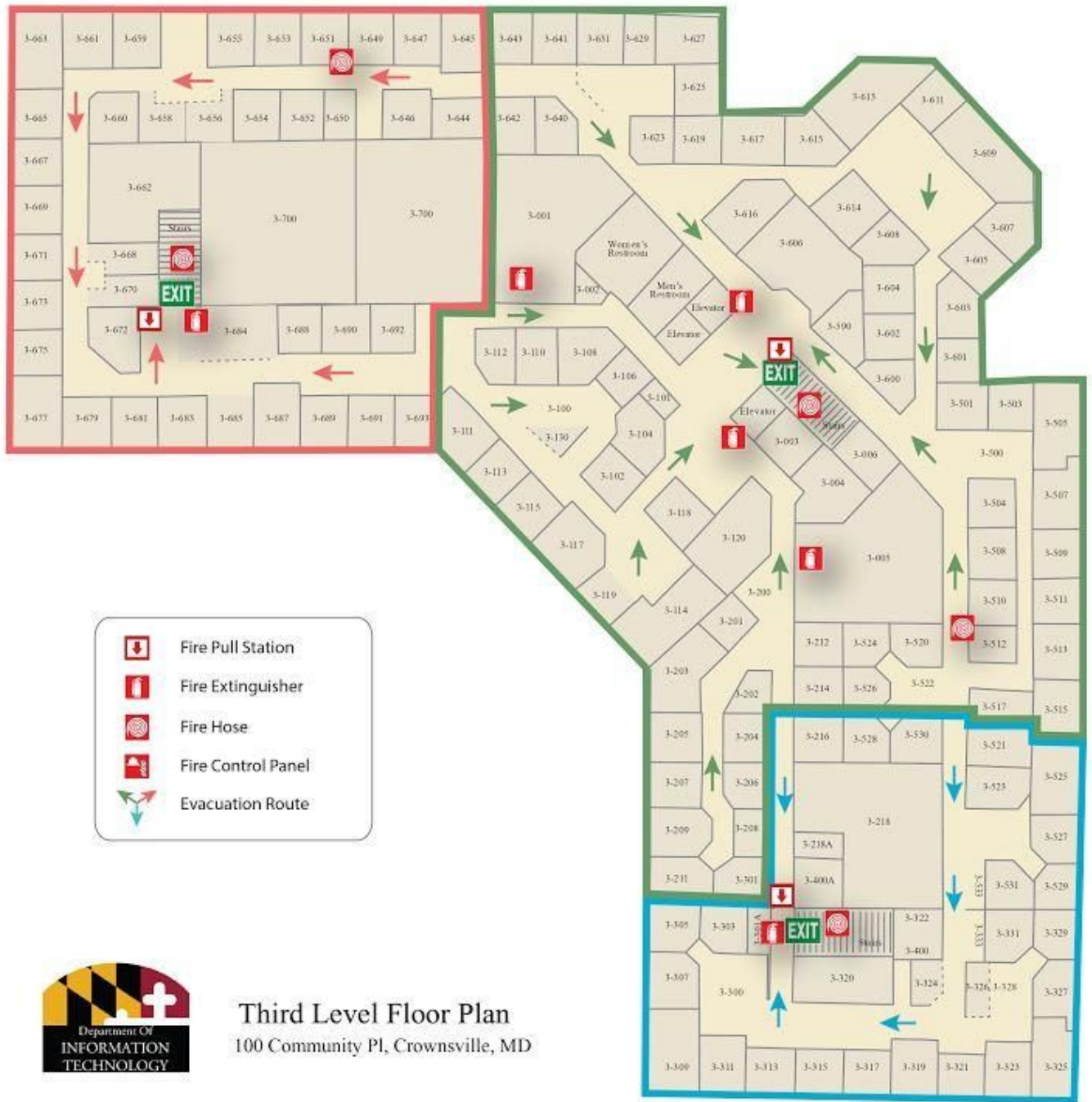
APPENDIX A: CROWNSVILLE MULTI-SERVICE CENTER FLOOR PLANS



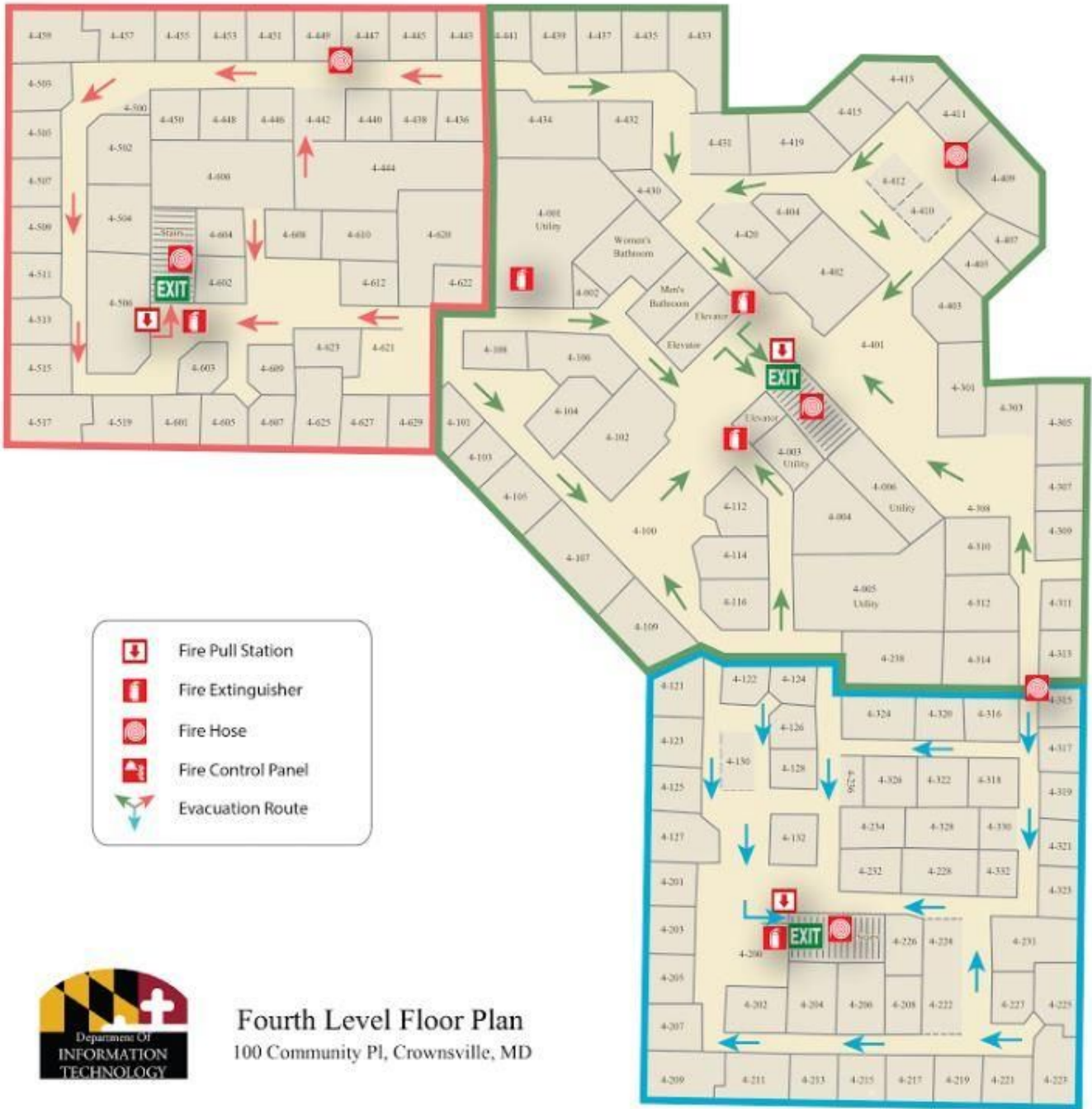


First Level Floor Plan
 100 Community Pl, Crownsville, MD





Third Level Floor Plan
100 Community Pl, Crownsville, MD



Fourth Level Floor Plan
100 Community Pl, Crownsville, MD

APPENDIX B: OUTSIDE ASSEMBLY AREAS

