Mark Center Emergency Responses:

Evacuation/Internal Relocation

Emergency evacuation or internal relocation will be ordered when unsafe conditions in the building or parts of the building present a danger to occupants. Regardless of the reasons for evacuating, the steps outlined in this section will be taken by all occupants to insure the safety and security of all personnel.

EVACUATION/INTERNAL RELOCATION INSTRUCTIONS

- Listen carefully to all announcements. You will be instructed to evacuate the building or relocate to another area of the building.
- Follow the instructions of Floor/Suite Wardens and other emergency personnel.
- If time/conditions permit, secure documents, turn off equipment, bring your purse/wallet and “Go Kit,” and close doors to individual offices as you exit.
- Maintain control of your visitors at all times. They may be unfamiliar with the facility and will look to you for guidance.
- Do not use the elevators.
- Proceed to the nearest stairway. Follow the directions of the Floor Wardens who will direct the flow of personnel to the nearest uncrowded stairwell exit.
- In the stairwell, remain calm and orderly.
- Persons who need additional time to traverse the stairs should wait until most people are down the stairs before attempting to navigate them. This ensures the safety of the individual as well as others using the stairs.
- In an evacuation, leave the building in a quick and orderly manner, obeying instructions of emergency personnel. Avoid blocking building entrances or exits.
- Proceed to the DoDEA assembly/internal relocation area and check in with your designated Suite Warden. The DoDEA assembly area is located at P7 West of the South Parking Garage. Stand ready for instructions, reentry, or other action.
- Do not remove automobiles from the parking garage during an evacuation.
- If you cannot reach the DoDEA assembly/internal relocation area, proceed to the most practical assembly area and report your status to security personnel (identified by their uniform or reflective vest).
- Do not reenter the building or evacuated area until the official “All Clear” is given.
Mark Center Emergency Responses:

Shelter-in-Place

Shelter-in-Place (SIP) means to seek immediate shelter and remain there during an emergency rather than evacuate the area. SIP procedures may be necessary in the event of an incident or accident occurring in or near the FBMCC that threatens the safety or welfare of its occupants (i.e., traffic accident with hazardous airborne materials, civil disturbance/hostage situation, natural disaster, terrorist act). Your designated SIP site is your desk, however, if you are not in your suite when SIP is declared, seek immediate shelter in the nearest, most practical location.

SHELTER-IN-PLACE INSTRUCTIONS

- Listen carefully to all announcements and follow instructions of the Floor/Suite Wardens, PPD, or other emergency personnel. You may be asked to take shelter under your desk or away from windows.
- Stay at your desk. Close window shades, blinds or curtains near your work space.
- Ensure your purse/wallet and “Go Kit” are readily available in the event you are instructed to relocate or evacuate.
- Inform customers, clients, or visitors to the building they need to stay in the suite until the emergency is over. Maintain control of your visitors at all times. They may be unfamiliar with the facility and will look to you for guidance.
- Visitors should attempt to contact their home office to let them know where they are and report their status.
- If you are not in your suite and cannot reach your designated SIP area, shelter in the nearest, most practical location and alert the Warden of your presence in their area of responsibility. Attempt to notify your Suite Warden of your location.
- Do not exit the suite under any circumstances until the official “All Clear” is given.
- Follow any special instructions given by emergency or law enforcement personnel.