U.S. Department of Commerce

Evacuation Handbook

Herbert C. Hoover Building (HCHB)
14th & Constitution Ave, NW
Washington, D.C. 20230

May 2002

TO REPORT AN EMERGENCY, CALL THE HCHB GUARD OFFICE

(202) 482-HELP (4357)
TTY - (202) 482-4237

This handbook provides information on evacuating the Herbert C. Hoover Building (HCHB) in an emergency. All occupants should familiarize themselves with the information in this booklet. Keep your supervisor informed if you need assistance in evacuating the building. DO NOT WAIT UNTIL AN EMERGENCY TO DO THIS.

A thorough knowledge of the evacuation procedures will help ensure our safety and protection in an emergency and provide a safer and more pleasant work environment.

The Guiding Principles for evacuation are:

- ***Get out of the building*** *as quickly and safely as possible.*
- *Once outside,* ***get away from the building*** *to stay out of harm's way.*
- ***Go to the closest Assembly Area*** *to obtain additional instructions and information regarding the emergency event.*

We welcome your comments and suggestions. They will be used to periodically update this handbook. Please direct your comments to the Office of Security at (202) 482-3220. For additional information, go to the Office of Security's home page at http://www.doc.gov/osy/.

WHAT TO DO IN AN EMERGENCY

When an alarm sounds, go to the nearest stairwell and leave the building. (See map - inside back cover)

- Take valuables – keys, wallet, ID badge, medications, etc.
- Secure sensitive or classified documents.
- Turn lights off.
- Close – DO NOT LOCK – doors. Employees in offices with authorized open storage of classified documentation will follow established security policies.

Exit by nearest stairway – DO NOT USE ELEVATORS OR TUNNEL.

- Follow instructions from emergency personnel - the Commerce Emergency Response Team members will be wearing orange, yellow, or blue hats. Other emergency personnel may include, police, fire, rescue, emergency medical technicians, security guards, etc.

Go to the nearest Assembly Area – Do NOT stay near or around the building.

- Follow all instructions given by security or emergency personnel at the Assembly Area.
- Return to the building ONLY when instructed.
- Assist visitors and guests to evacuate the building through the nearest safe exit

IF YOU NEED ASSISTANCE

- Tell your supervisor if you will need assistance to evacuate the building or if you will not be able to hear the emergency alarm -- whether your need is permanent **or temporary**. DO NOT WAIT UNTIL AN EMERGENCY TO DO THIS.

- Supervisors: For all persons requesting assistance, arrange accommodations for building evacuation. For assistance in determining appropriate accommodations, contact the Department's Office of Civil Rights (OCR) at (202) 482-0625. TTY users may call via the Federal Information Relay Service at (800) 877-8339.

- If you need assistance, you are encouraged to team with a co-worker as a "buddy," who will provide assistance in exiting the building.

- If you need assistance in locating a buddy, inform your supervisor, and a buddy will be assigned to you.

- You and your buddy should meet at a pre-arranged location. The buddy will check with the Floor Warden to determine the safest route for you to exit the building.

- For more information, see the OCR web page on accommodations for emergency situations: http://www.doc.gov/ocr/emergency.html.

EVACUATION AFTER HOURS

In the event of an emergency before 8:00 A.M. or after 5:00 P.M., evacuate the building immediately using the nearest stairwell. If assistance is required, call:

HCHB GUARD OFFICE – (202) 482-HELP (4357)
TTY – (202) 482-4237

EVACUATION TIPS

- **REMAIN CALM**
- Feel doors before opening. If the door is hot or smoke is seeping in, do not open the door. Seal any cracks in the door and call (202) 482-HELP (482-4357) to report your location by floor and room number.
- If the door is cold, open cautiously. Be prepared to close it if the hall is full of smoke. If caught in smoke or heat, get down on the floor or ground where air is better. Take short breaths through your nose until you reach a clear area.
- If the hall is smoke-free, leave by the nearest stairwell making sure all doors are closed behind you.
- Do NOT use elevators unless instructed to do so. Smoke can enter the elevator shaft. Use the stairwell and close the door if you are the last person to leave.

CHILD CARE CENTER INFORMATION

- Children, staff, and visitors in the Commerce Department Child Care Center must leave the building following the guidelines in the Center's Evacuation Plan. Copies of the plan are available from the Child Care Center.
- Only parents and guardians identified with designated Commerce Department Child Care Center evacuation responsibilities may report to the Center.
- All other parents and guardians must follow the guidance and exit the building as specified in this HCHB Evacuation Handbook. Once outside the building, they may proceed to the pre-determined Child Care Center assembly area to stand-by with their children and assist center staff as necessary.

ASSEMBLY AREAS

The map on the adjoining page shows HCHB interior stairwells, the building exits, wheelchair accessible exits, and the three areas for assembly after leaving the building.

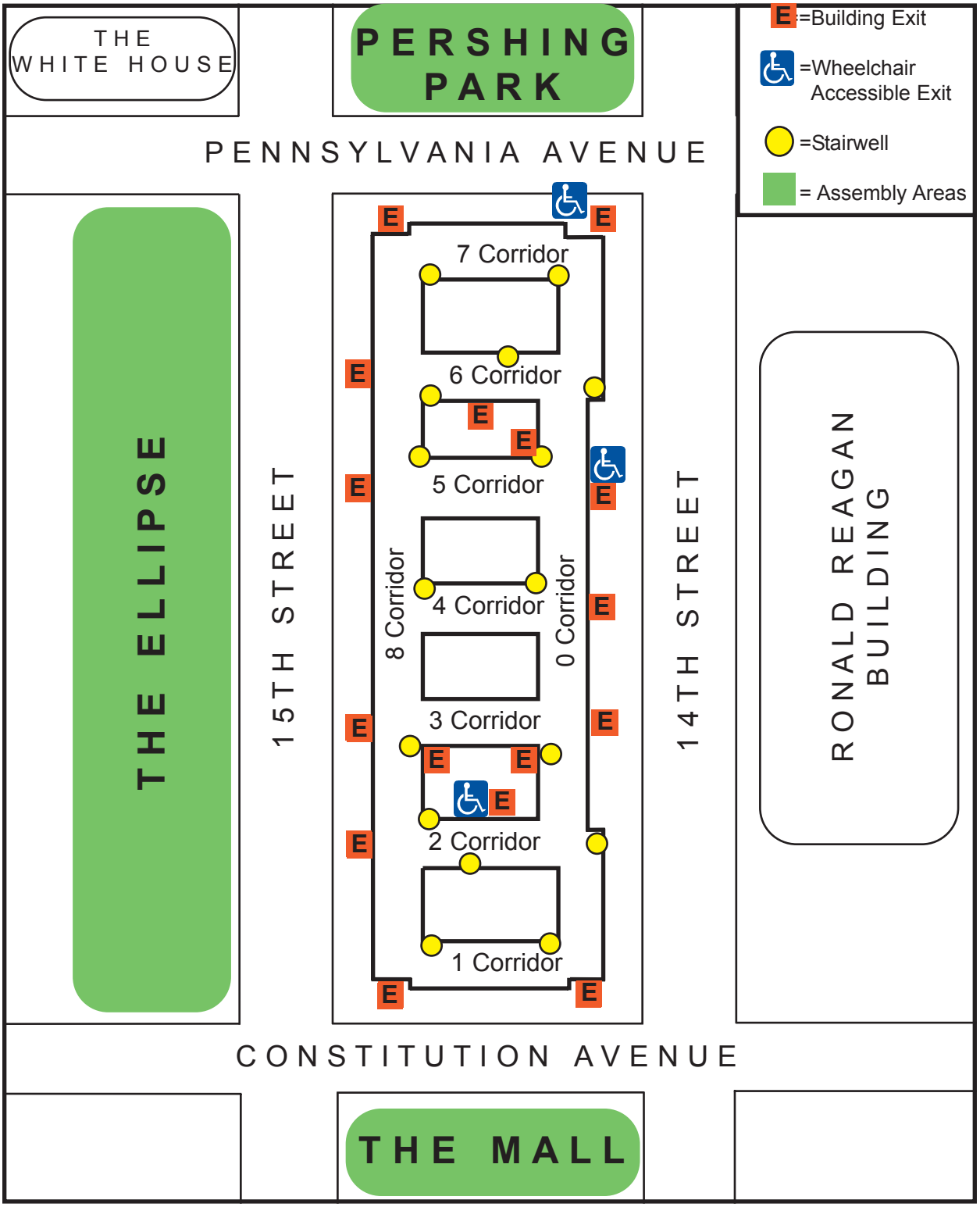
Remember to use the nearest stairwell and exit the building when an alarm sounds.

Go to the nearest Assembly Area and await further instruction. Assembly Areas are listed below:

THE MALL – The Mall is located south of HCHB, across Constitution Avenue.

THE ELLIPSE – The Ellipse is located west of HCHB, across 15th Street and south of the White House.

PERSHING PARK – Pershing Park is located across from the White House Visitors' Center on Pennsylvania Avenue.


THE WHITE HOUSE
PERSHING PARK
PENNSYLVANIA AVENUE
E =Building Exit
=Wheelchair Accessible Exit
=Stairwell
= Assembly Areas
THE ELLIPSE
15TH STREET
7 Corridor
6 Corridor
5 Corridor
4 Corridor
3 Corridor
2 Corridor
1 Corridor
8 Corridor
0 Corridor
14TH STREET
RONALD REAGAN BUILDING
CONSTITUTION AVENUE
THE MALL

For additional assistance, call:
HCHB Guard Office - (202) 482-HELP (4357) or
Building Command Center (202) 482-3220
TTY - (202) 482-4237