



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

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AUG 31 2011

Security Note 05-11

From: Director, Administration and Resource Management Division
To: Security Coordinators

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1. Introduction. The Pentagon Force Protection Agency (PFPA) establishes requirements for all DOD Components, other Executive Departments and Agencies on matters involving force protection, security, and law enforcement activities that impact the Pentagon reservation and its leased facilities. This includes shelter-in-place, internal relocation and building evacuation of personnel in the event of an incident that requires an emergency response. This guide is designed to help the Security Coordinators located within the Pentagon establish evacuation plans for their areas of responsibility that meet PFPA requirements.

2. Overview. The purpose of this Evacuation Response Guide is to provide information to Security Coordinators to help them develop Emergency Action Plans in support of PFPA's evacuation response program. PFPA has developed the following documents to help in developing response plans:

- a. Occupant Emergency Response Guide.
- b. Component Emergency Response Guide.
- c. Quick Reference Guide.
- d. Administrative Instruction-111 (AI-111) Component Emergency Response on the Pentagon Reservation.

The first three documents can be found at:

<https://extranet.pfpa.mil> under the "Preparedness" tab. Next, select the "Evacuation Plan". The Administrative Instruction (AI-111) can be found at: <http://www.dtic.mil/whs/directives/> under the "Issuances" tab by selecting "Admin Instructions". These documents apply to all DOD personnel (uniformed and civilian), contractors and visitors on the Pentagon Reservation. The governing document for the aforementioned guides is AI-111, Component Emergency Response on the Pentagon Reservation, dated 2 December 2010. The Pentagon Reservation consists of the Pentagon, Navy Annex (FOB II), Remote Delivery Facility (RDF), Pentagon Renovation Tolleyville Compound, Pentagon Library and

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Conference Center (PLC2), Heating and Refrigeration Plant, and construction trailers. In the near future it may also include the new Mark Center Complex and the Suffolk Building.

3. Responsibilities

a. The Security Coordinator is responsible for developing and implementing evacuation guidance for their staff agency/department personnel. Each office within their staff agency/department must have an evacuation coordinator that is responsible for developing their office specific evacuation plan. All emergency evacuation plans must at a minimum, address the following for each of the three evacuation options: shelter in place, internal relocation and evacuation.

b. Incident Reporting (The phone numbers below are current and have been confirmed by PFFA. Some of the phone numbers listed in PFFA's Emergency Response Implementation Plan are outdated.):

(1) Pentagon Emergency Number: 911 or (703) 697-5555. Provide the operator with the nature of the emergency, location and any nearby landmarks.

(2) Non-Emergency Numbers: PFFA Command Center; (703) 697-1001, PFFA Emergency Preparedness Coordinator: (703)695-2923/2922, Pentagon Fire Marshal: (703)695-8004 or (703)695-3300/3459.

4. Methods of Notification

a. Public Address: "Big Voice" is a public address system located throughout the hallways and parking areas of the Pentagon and Navy Annex used to convey critical information and instructs occupants on appropriate response actions. Computer Emergency Notification System (CENS): CENS provides emergency and non-emergency notification messages to occupants in the Pentagon and Navy Annex. As with Big Voice, CENS messages will display threat information and direct appropriate occupant response. CENS resides on the Pentagon's unclassified networks.

b. Pentagon Police Department: All personnel must follow the directions of the Pentagon Police, Pentagon Fire Marshal Office and PFFA Emergency Management personnel.

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c. Fire Alarms: All personnel are to respond to a fire alarm. Alarms without verbal instruction requires personnel to evacuate the area.

5. Egress Routes and Assembly Areas

a. Egress routes and assembly areas will be assigned by the Pentagon Fire Marshal and must be posted in each office space. Contact the Pentagon Fire Marshal, at (703)695-8004, or via email, at fireinfo@whs.mil for assistance with creating placards and for assembly area assignment for your office. A request can also be sent to fireinfo@whs.mil with the following information to get placards: Room #, Agency Acronym, POC, POC Phone, and Total # of Occupants.

b. Each occupant should know the primary and secondary egress routes and the assigned assembly area.

6. Safety and Security issues

a. During any fire, do not use elevators. Use stairs only.

b. If possible, secure all classified material and networks.

c. Lock the door and place the "CLEARED" placard on the bottom of the door (see para. 10).

7. Accounting and Reporting of Personnel. Each office must have a personnel reporting process. The senior member present at each office is responsible for accounting of all personnel and submitting the report in accordance with their agency/department guidance. Therefore, all personnel must know the personnel reporting procedures. The personnel accountability report template can be found on page 26 of PFFPA's Component Emergency Response Guide.

a. Headquarters and Service Battalion. Headquarters Marine Corps, Henderson Hall will conduct accountability of personnel administratively assigned to the battalion in accordance with Battalion Order 5000.1 and submit to higher headquarters as directed.

b. DoD Civilian Marine Accountability

(1) All HQMC staff agencies/departments serviced by the Human Resources and Organizational Management Branch (ARH)

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within HQMC will establish an accountability system of all DoD Civilian Marines who are assigned to a T/O billet; and/or attached TAD, Interns, etc. in the event of an exercise or actual emergency.

(2) At a minimum, each HQMC staff agency/department must be able to account for, and report the status of DoD Civilian Marines in the event of an exercise or actual emergency. HQMC staff agencies/departments should utilize resources such as: office alpha/phone rosters, recall rosters, Standard Labor Data Collection and Distribution Application (SLDCADA), and Defense Travel System (DTS) to complete the Pentagon Force Protection Agency (PFPA) Component Emergency Response Guide referenced in paragraph 2 of this Security Note to account for DoD Civilian Marines.

(3) In the event of an exercise, you will be provided specific reporting procedures/guidelines for the exercise. During an actual emergency staff agencies/offices should report DoD Civilian Marines accountability information via email to mailbox: hqmccivmuster@usmc.mil; using the following format:

Code:

Number DoD Civilians Assigned:

Number Accounted for:

Number/Names Missing:

Number/Names Injured:

Number/Name Deceased:

As of _____ (MM/DD/YYYY) Time: _____ (12/24 H)

All HQMC Staff agencies/departments must also be prepared to deliver accountability information either electronically or in hard copy to the appropriate PFPA response team coordinator at your respective site.

8. Requirements for Individuals with Special Needs

a. Security Coordinators should canvass special needs personnel in their department/agency to determine what may be needed in order to evacuate.

b. Ensure special needs personnel are assigned a primary and alternate buddy.

9. Issuance and Use of Emergency Escape Masks (EEM). Each staff agency/department must have an assigned EEM coordinator who is responsible for ensuring required training is performed

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and personnel have been issued an EEM. PFPA provides the EEM training every Monday, Wednesday and Friday. Security Coordinators can call (703)695-6892, or email, EEM@pfpa.mil to schedule training for their personnel and to obtain masks for issuance to their personnel.

10. Office Door Placards. In an emergency, the last person out of each office must place a placard on each exit door letting emergency personnel know that all personnel have evacuated. The placard must clearly state "CLEARED". The placard must be placed near the bottom of the door towards the opening side.

11. Training of Personnel

a. The guides and instruction listed in this document provide sufficient information for Security Coordinators to develop their own plans.

b. All personnel must be trained on office evacuation procedures when first reporting on board and annually thereafter. Ensure training is documented.

c. The Pentagon Fire Marshal's website has some training tools available for use. Go to <https://fire.whs.mil>. The training tab is located on the left side of the web page under the Egress Maps tab.

12. Exercises and Drills

a. Each staff agency/department must conduct one evacuation exercise annually.

b. Refer to AI-111 or the PFPA Component Emergency Response Guide for details on applying for a permit to conduct evacuation exercises.

13. Conclusion. The safety and security of HQMC personnel are of the highest priority, and they are also the driving force behind PFPA's emergency response program. PFPA offers the guides referenced in this document to assist Security Coordinators in building an effective and comprehensive emergency evacuation program that prepares HQMC personnel to respond to a wide range of hazards. Our success in protecting our personnel is not rooted in any one organization or process, but rather in a well coordinated and executed response at all levels of the Pentagon Reservation. The investment we make today in preparing our

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people will determine our success tomorrow. Your efforts in building an effective emergency evacuation program are greatly appreciated.

14. Questions regarding this Security Note should be directed to Gonzalo M. Huevo, ARS Administrative Officer, at (703)695-0570, or via email, at gonzalo.huevo@usmc.mil.


R. J. GEBERTH
By direction

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